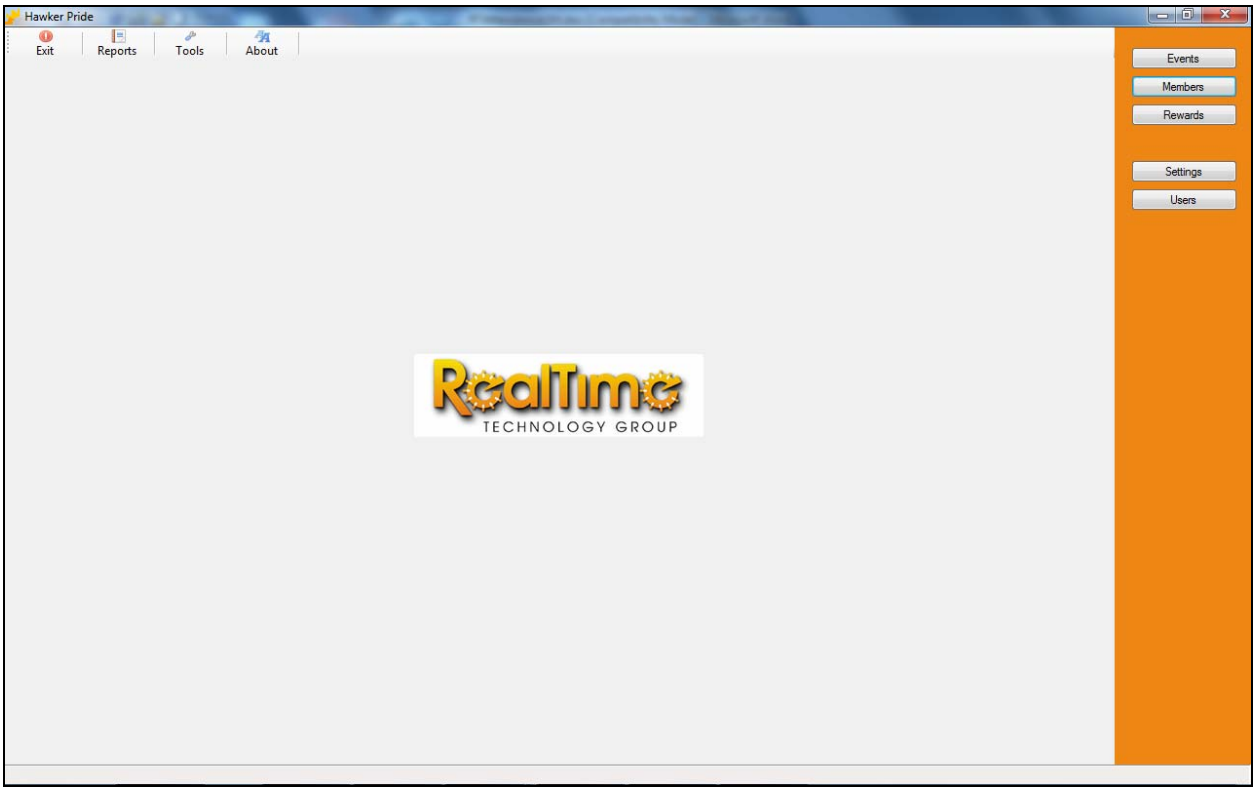


RT ATTENDANCE – USER MANUAL

RT Attendance – Game Attendance Rewards System
User Manual

Overview

At this point you should have used the RT Attendance – Installation guide to:

-The RT Attendance database is set up on a PC or server

- RT Attendance software is installed on a PC.

- Microsoft Active Sync (XP) or Mobile Device Center (Vista/7) is installed and a connection has been made to the Handheld Computer

- RT Attendance software has been installed on the Handheld Computer

Operating Mode

Batch

In Batch Mode the data is passed back and forth between the RT Attendance database and the handheld computer through the cradle and USB port.

RF

In RF mode the handheld computer is always connected to the database and information is updated in real-time. A wireless network is necessary to use RT Attendance in RF mode

An additional license is required to operate RT Attendance in RF mode.

Using RT Attendance

RT Attendance makes it possible to record the attendance of people at an event. To do this, the barcoded ID of each attendee is scanned to an Event. At an appropriate time after attendance is taken, the data can be uploaded from the XP20 to the computer via the cradle.

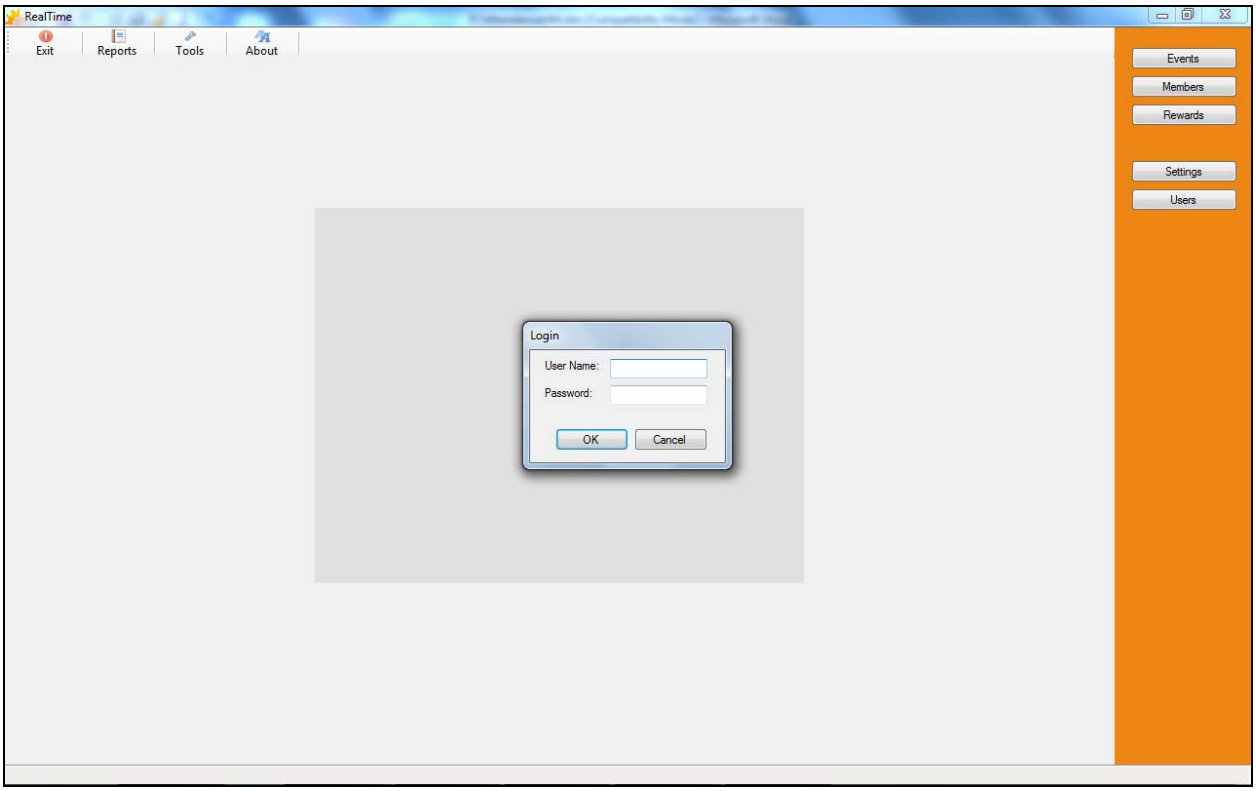
Members, Events and Rewards are defined at the PC. Once defined, you select an event, and scan attendees.

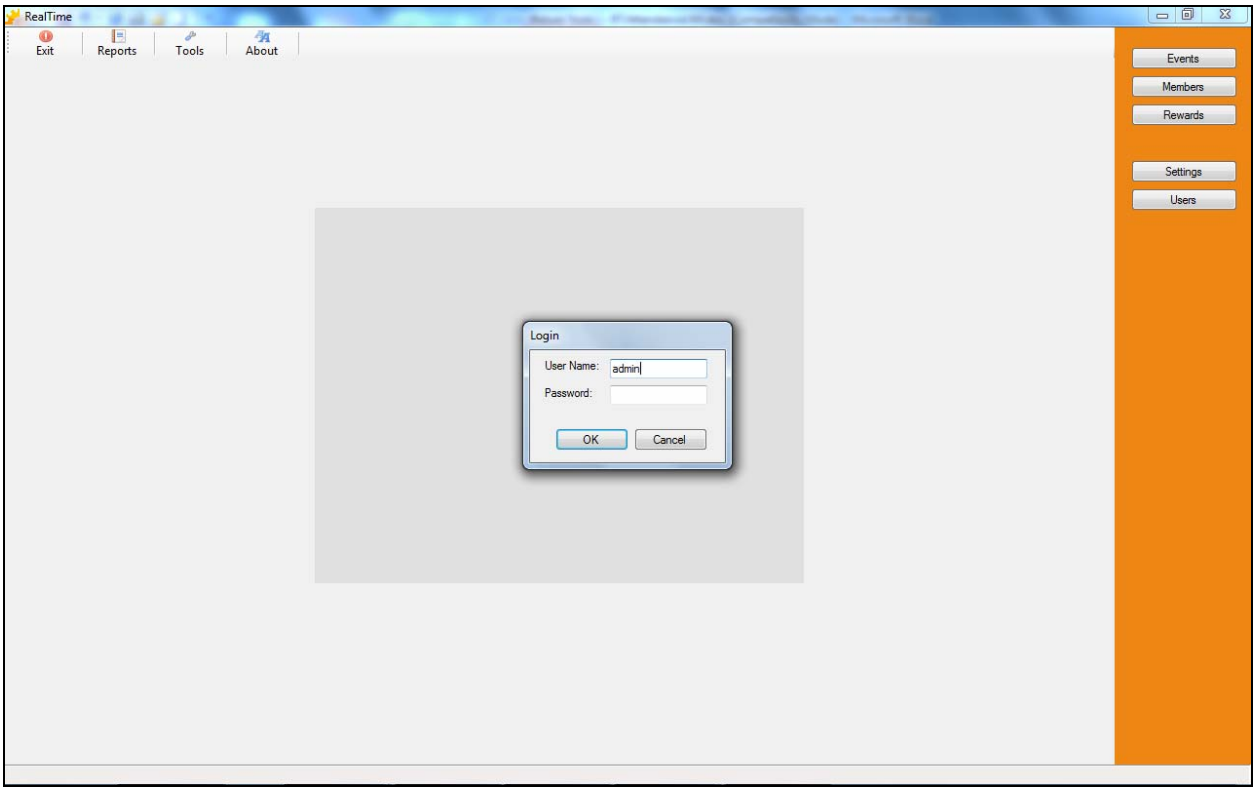
RT Attendance - PC Application

To open RT Attendance double click the desktop icon or select from the Start>Programs>RT Attendance menu selection.

Using RT Attendance

RT Attendance comes with a basic login security feature. The default User Name is Admin with no password. Once you login to RT Attendance you can change the User Name and Password in the Settings screen.





Settings

The Settings screen allows you to customize RT Attendance for your specific rewards program.

Name: Enter the name of your school or program

Nickname: Enter your school or program nickname

Program Name: Enter the name of your rewards program. This name will show in the top bar of the application replacing RT Attendance.

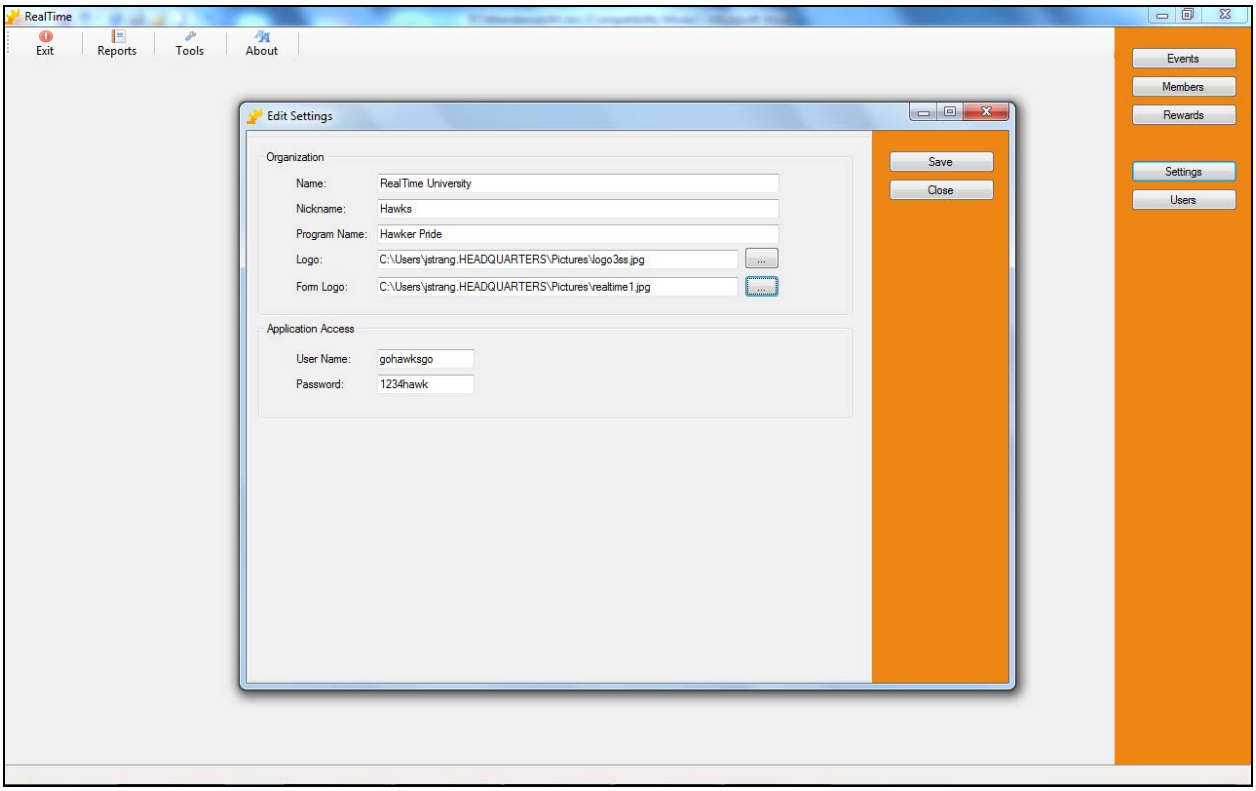
Logo: RT Attendance allows you to select a logo as the background for the application. Use the browse button to select a jpg image to use as your logo.

Form Logo: RT Attendance allows you to select a form logo to appear on all reports. Use the browse button to select a jpg image to use as your form logo.

User Name and Password: You can change the user name and password for the application.

Click Save to save your changes. The Program Name will appear in the top bar of the application and the logo will appear as the background of the application.

Click Close to return to the main menu.


RealTime
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About
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Settings
Users
Edit Settings
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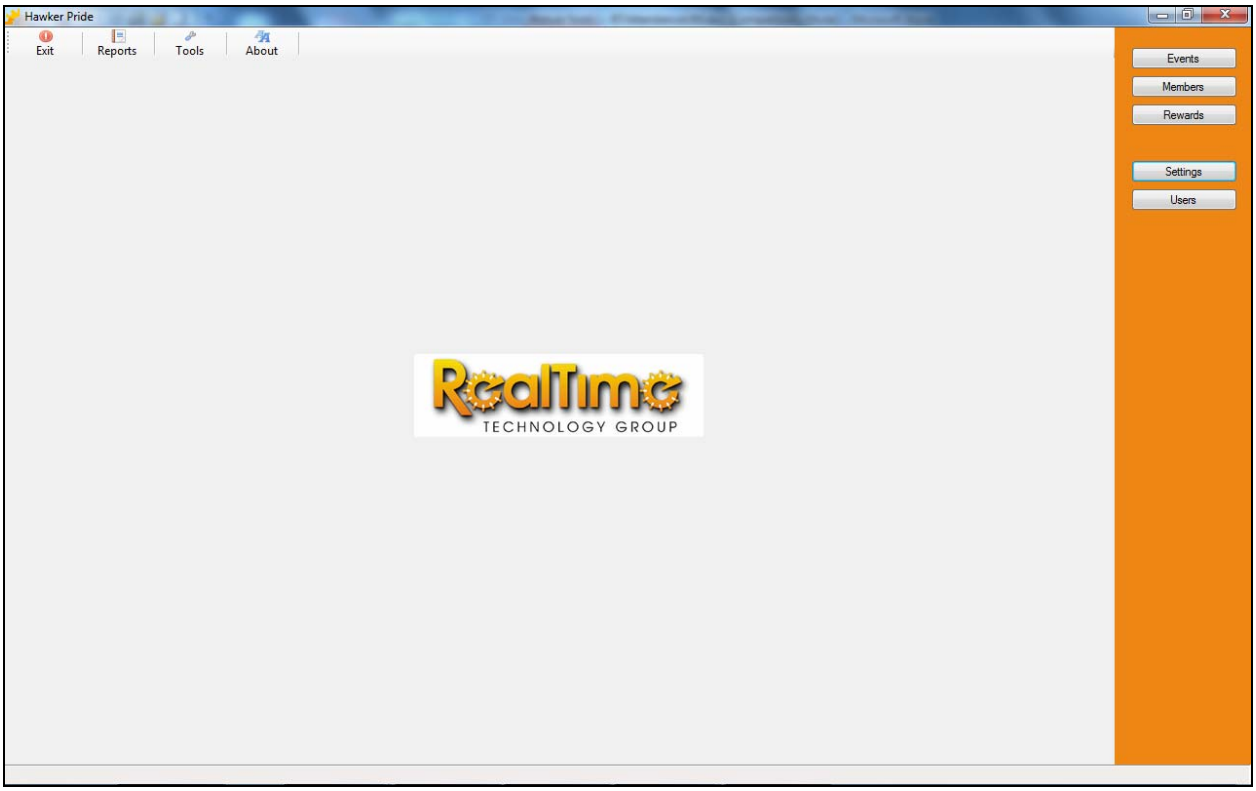
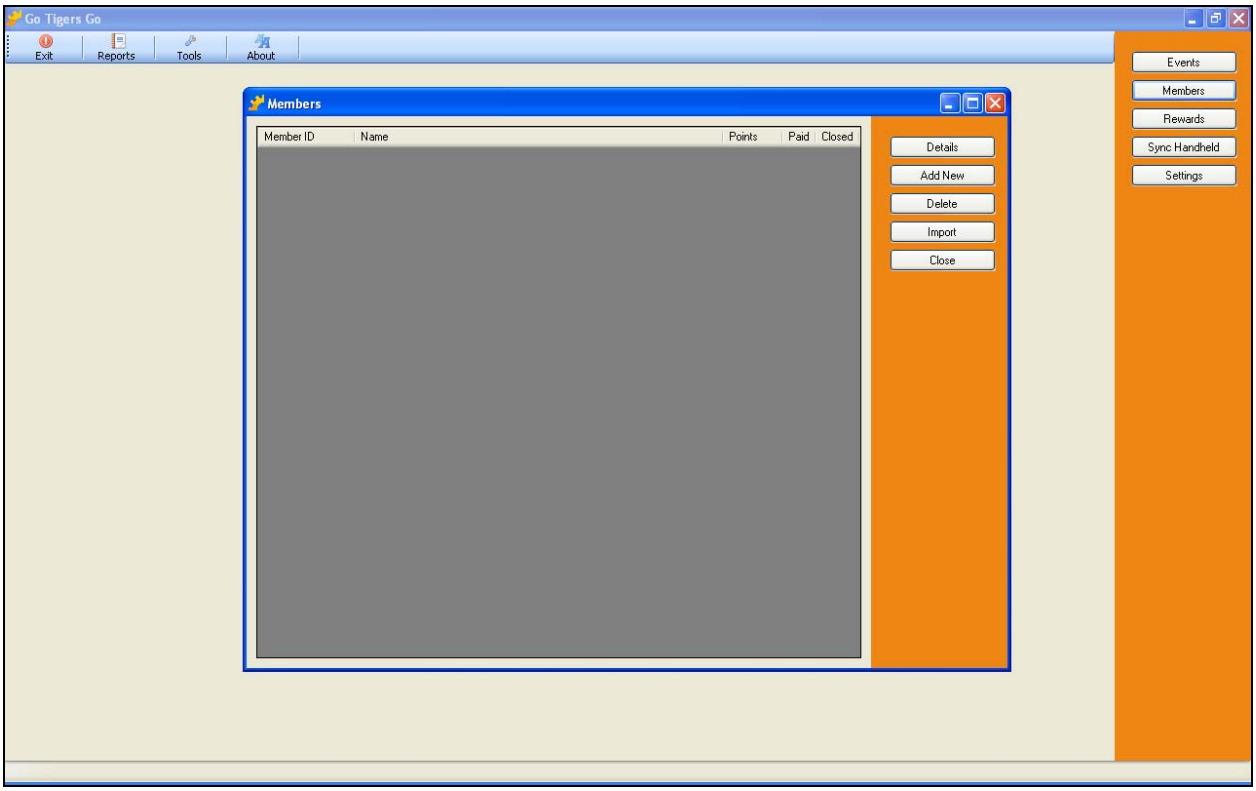
Name:
RealTime University
Nickname:
Hawks
Program Name:
Hawker Pride
Logo:
C:\Users\jstrang.HEADQUARTERS\Pictures\logo3ss.jpg
Form Logo:
C:\Users\jstrang.HEADQUARTERS\Pictures\realtime1.jpg
Application Access
User Name:
gohawksgo
Password:
1234hawk
Save
Close



Members

The members screen allows you to add, delete and edit members of your rewards program. There are 3 ways you can add all of your members to the system:

1. Add them one at a time through the Add New screen
2. Import them using the import function.
3. Upgrade from an existing RT Attendance database (existing users only)



Adding Members

Click the Add New button to enter the first member.

*Member ID: This is the number (barcode) that you want to associate with this member. This number will be referenced on the handheld computer.

Name: Enter members name

Address, City, State, Zip: Enter members address

Email Address: Enter members email address

Phone: Enter members phone number

Class: Enter members class

Date Joined: Enter date the member joined (default is today)

Paid: Enter checkbox if you charge to join and you want to track who has paid

Other: Enter any comments

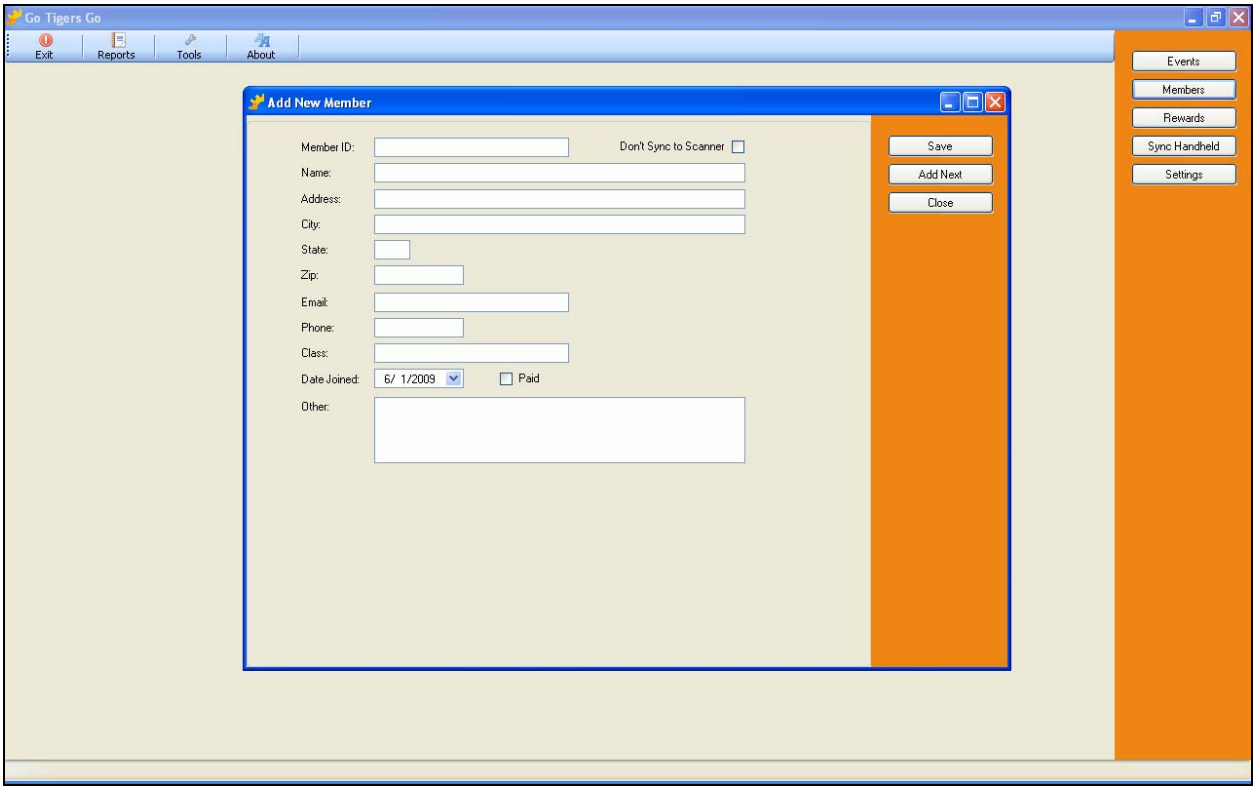
Don't Sync to Scanner: Enter checkbox if member is no longer in the program and you do not want them to be scanned at events.

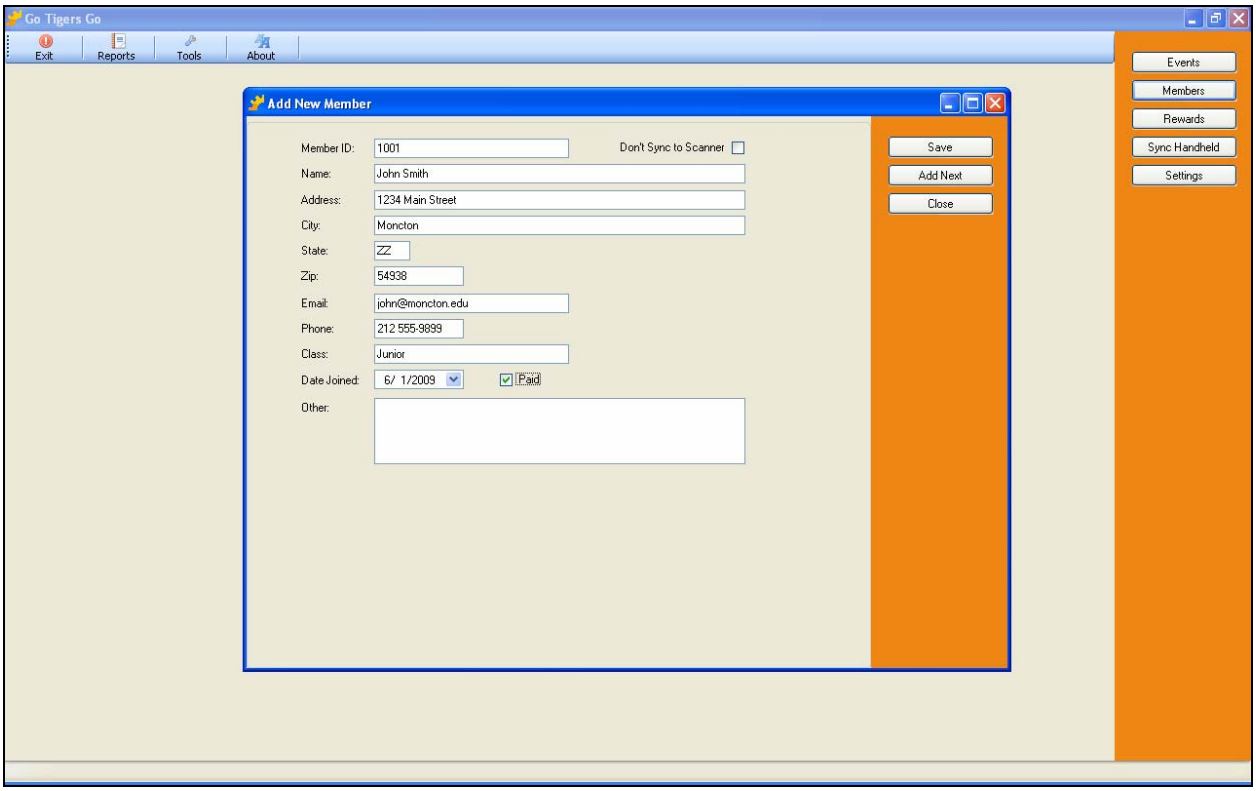
*Mandatory fields

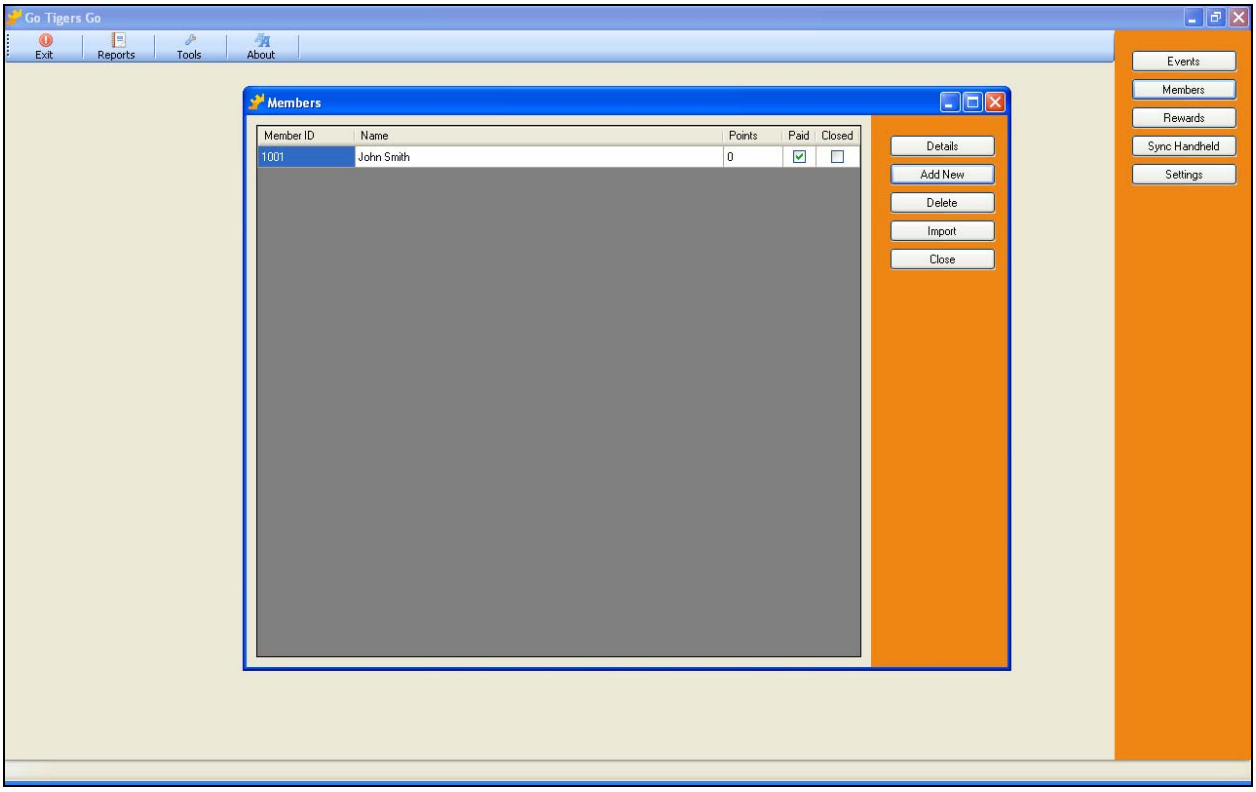
Click the Save button to save record.

Click the Add Next to add another member.

Click the Close button to close and go back to the Members screen

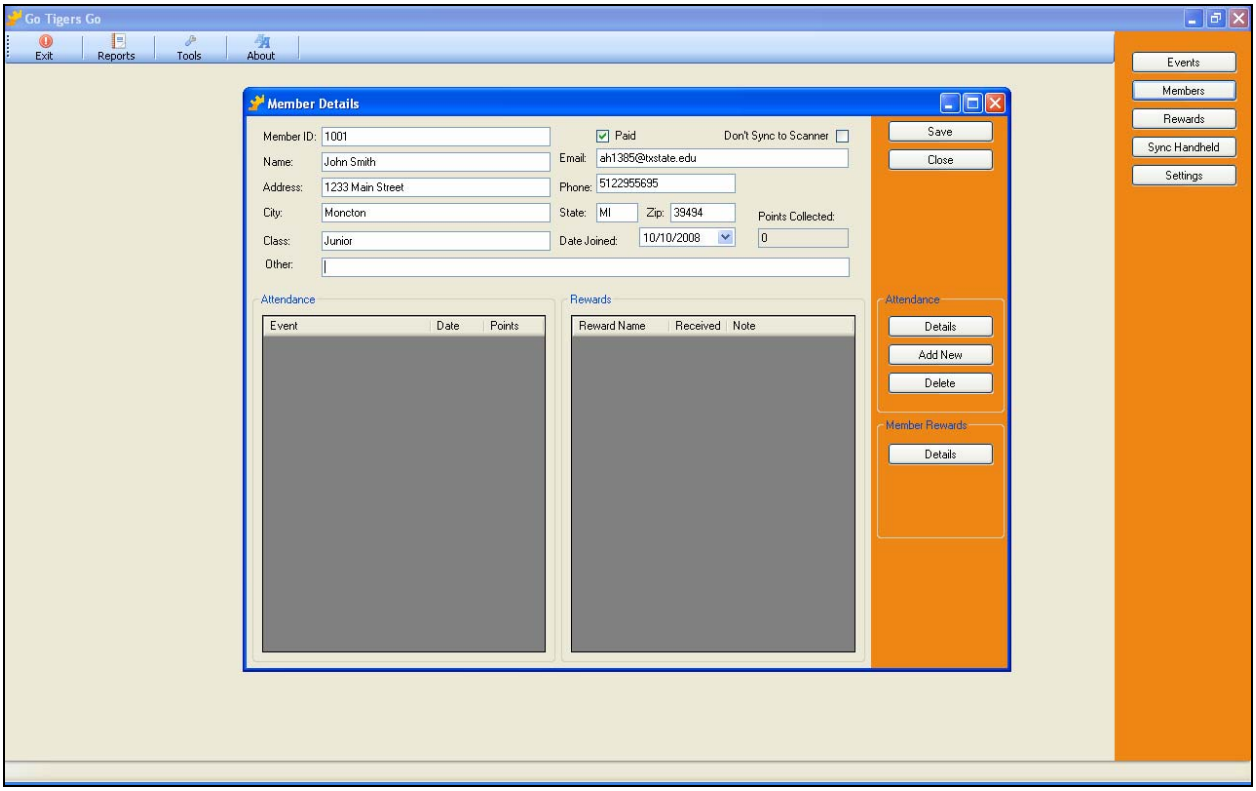






Member Details

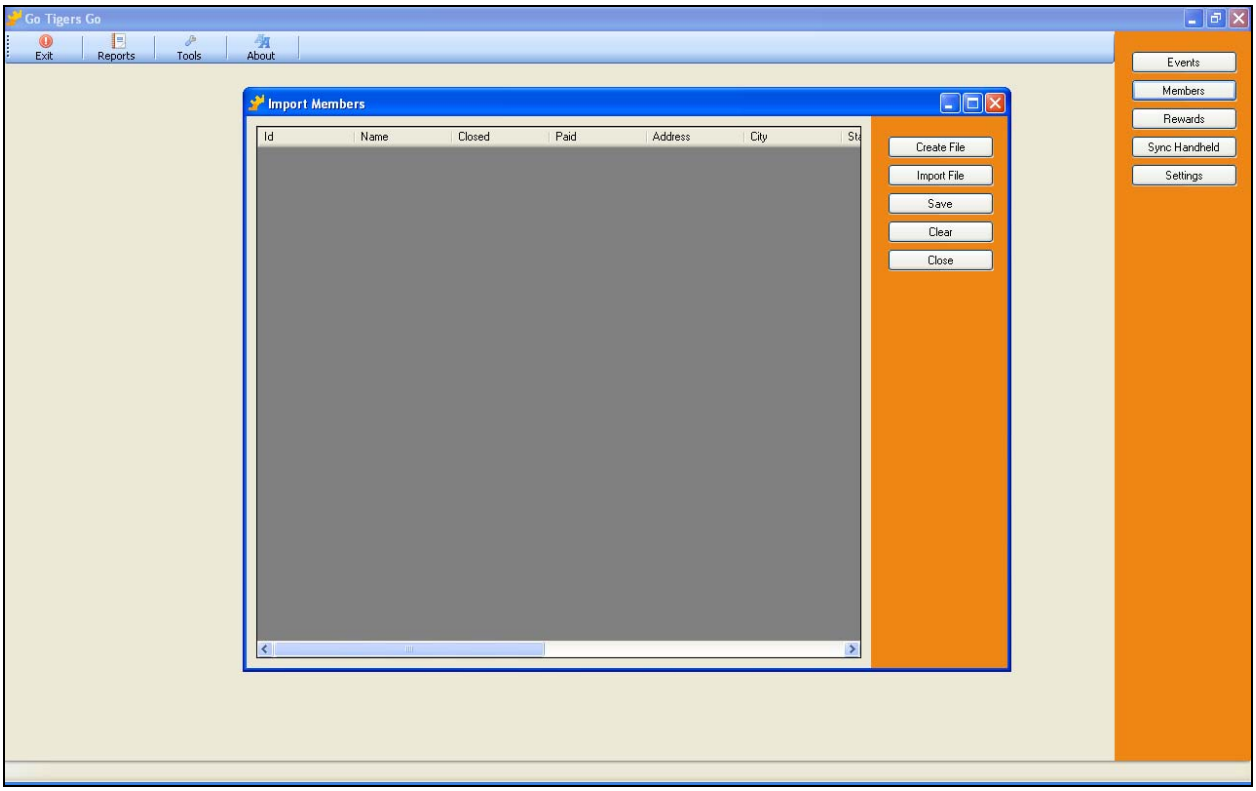
Click the Details button to see the details of the member.



Importing Members

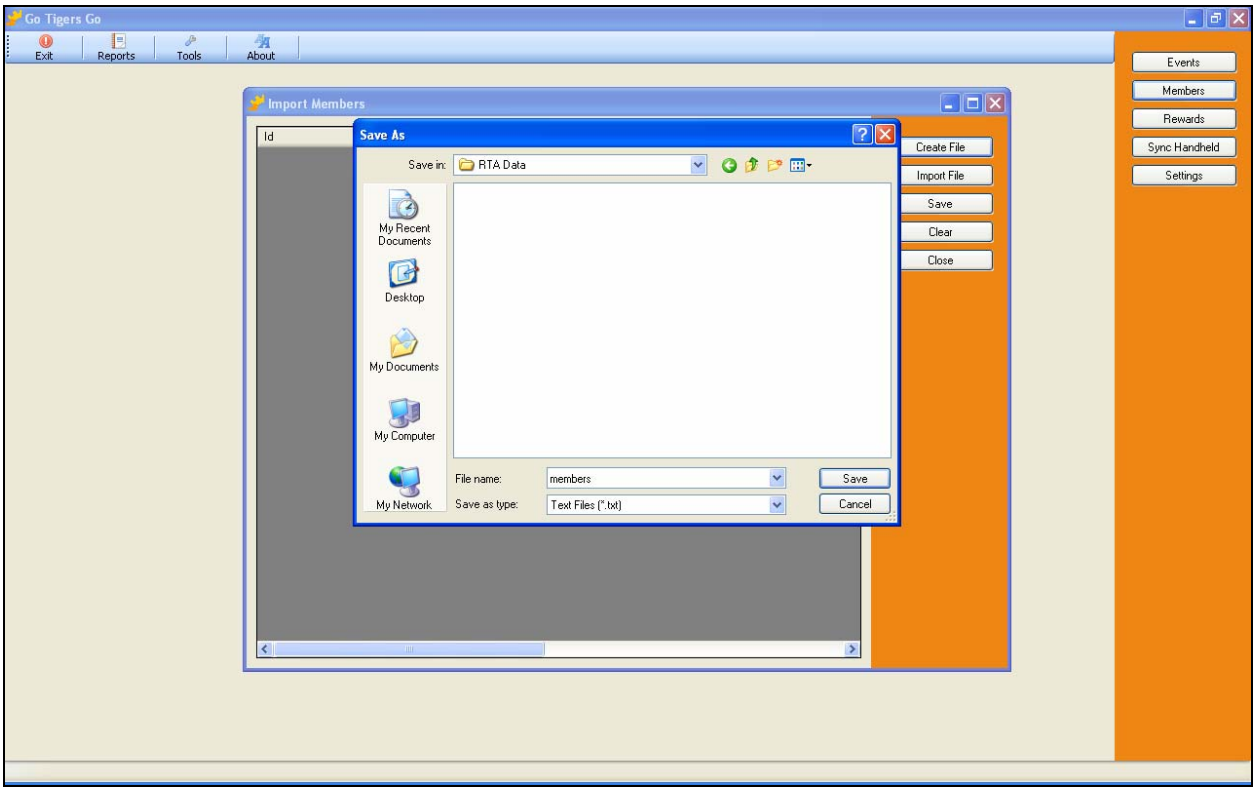
If you already have your member information in a spreadsheet or a text file RT Attendance can make it easier to import all the members at once.

Click the Import File button.

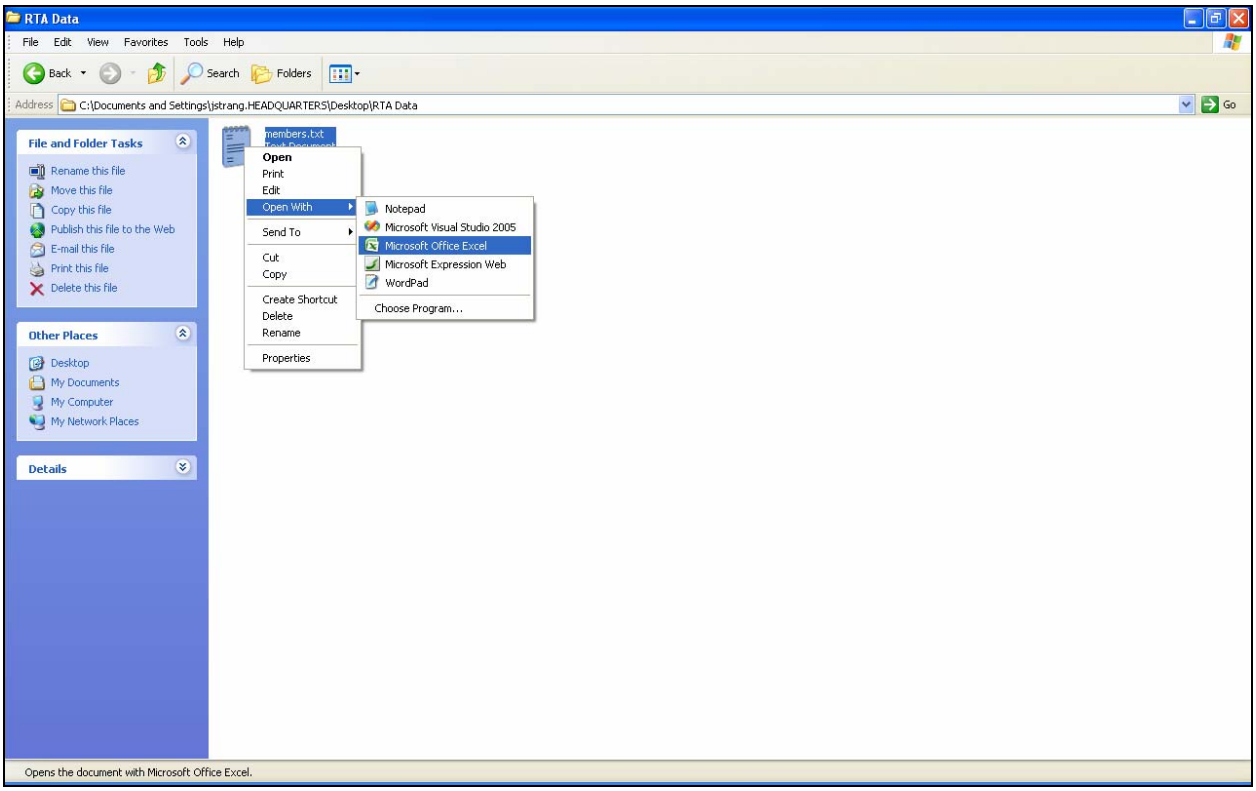


Click the Create File button. This will create a text file template that you can use to import all of your member information.

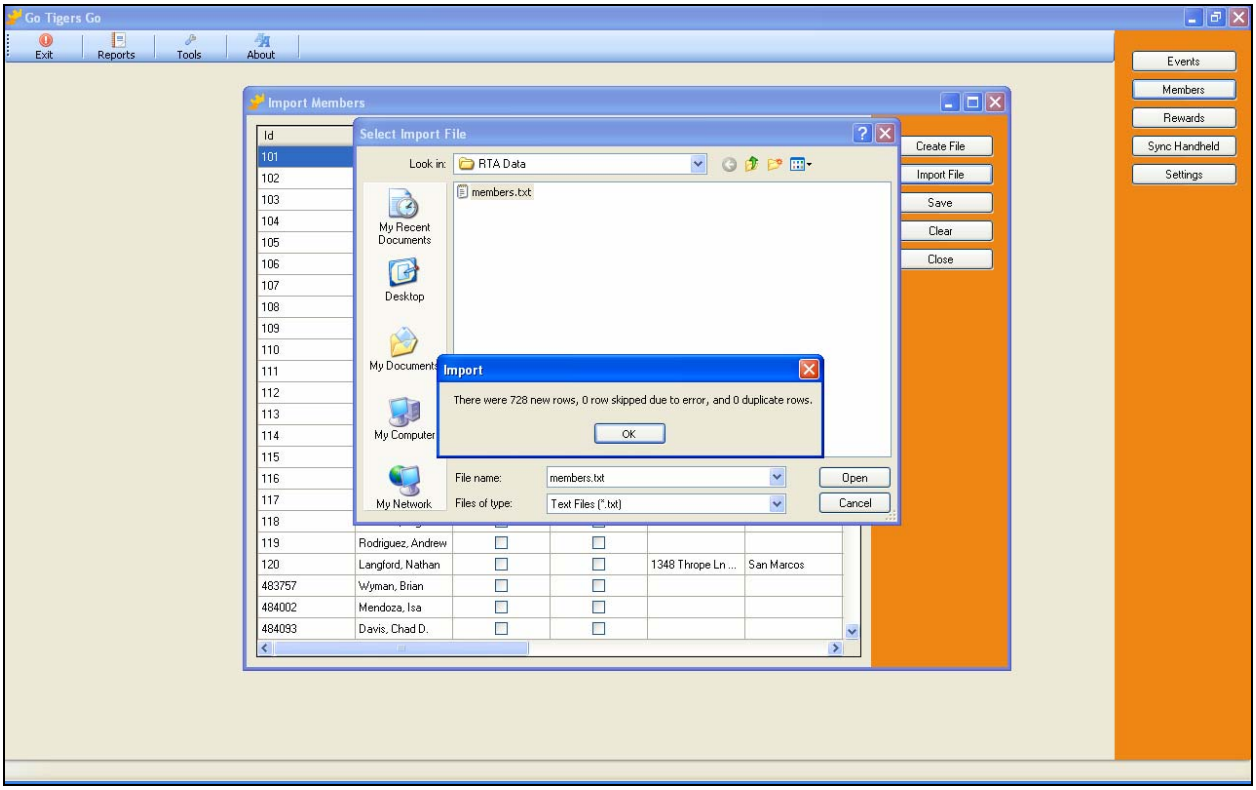
Name the text file and save it in a location you can access.

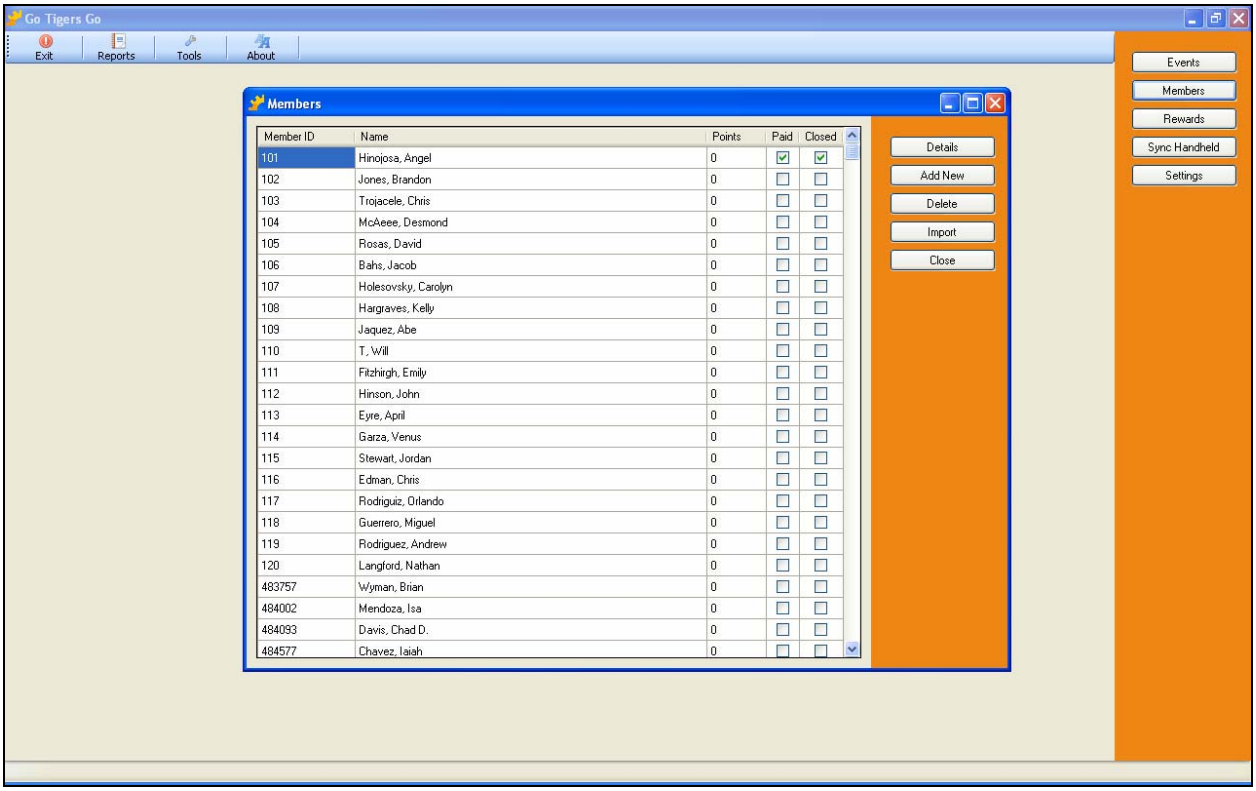


Go to the text file and open it in the application of your choice. If you have your existing data in an Excel spreadsheet then open the text file in Excel. The text file will have all the fields in the Add New member screen. You do not have to populate each one. Copy and paste all member information you want to include into the text file. When you have finished close the text file but remember where you saved it.



Click Import File and browse to the text file you created. Click Open and the information will be imported into the Member screen.

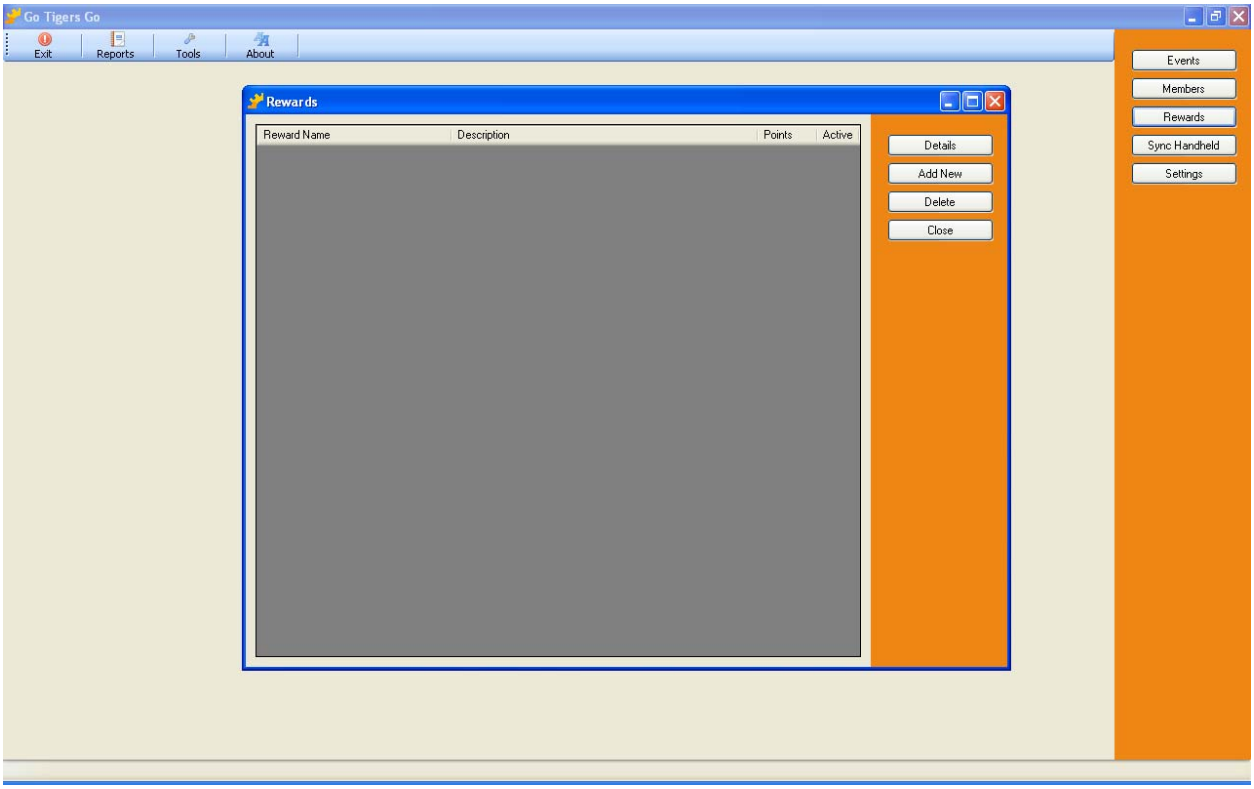




Add New Rewards

From the main menu click the Rewards buttons. Rewards are an optional feature of RT Attendance and therefore do not have to be used.

If you are distributing rewards click the Add New button to enter your first reward.



Reward Name: Put in the name of the reward you want to give out. This name will appear on the handheld so make sure it is something recognizable.

Description: Enter a description of the Reward

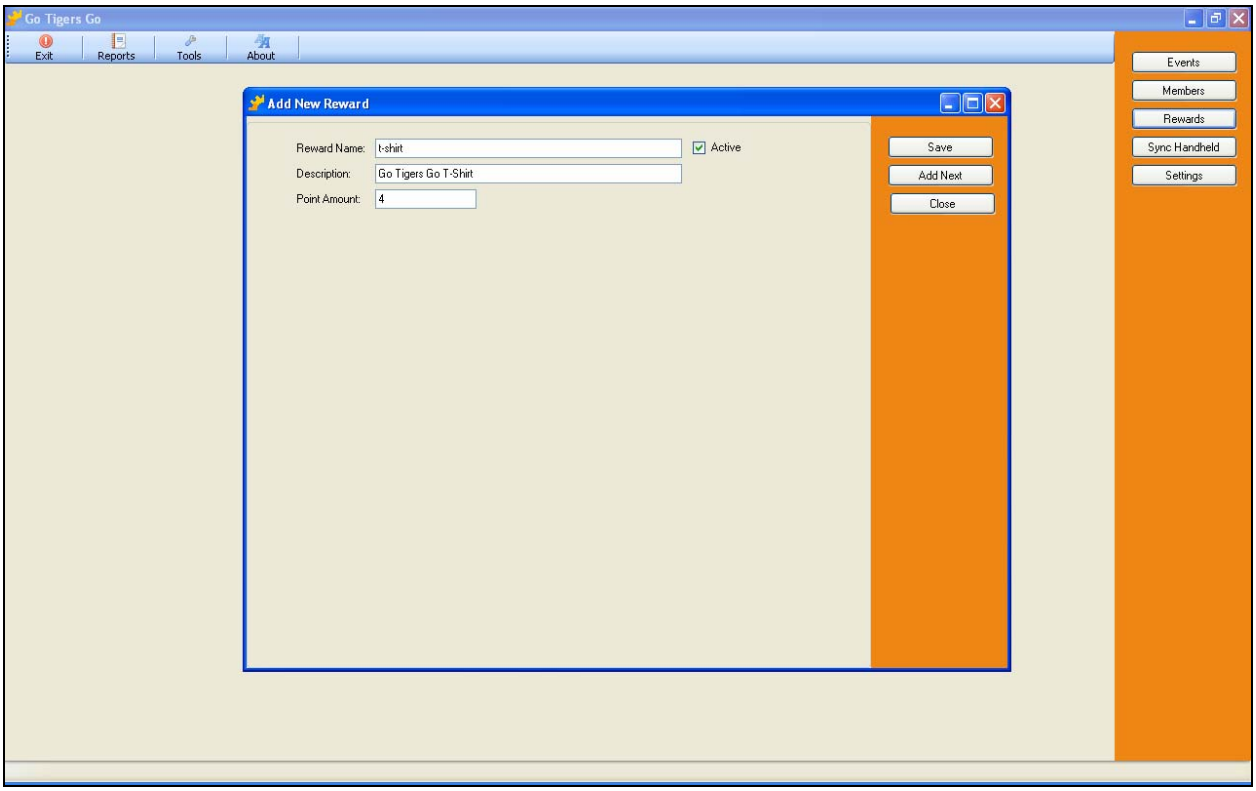
Point Amount: Enter the point total you want Members to reach to be eligible to receive this Reward. On the handheld once a Member gets to this point total, the user will be prompted to give out this reward.

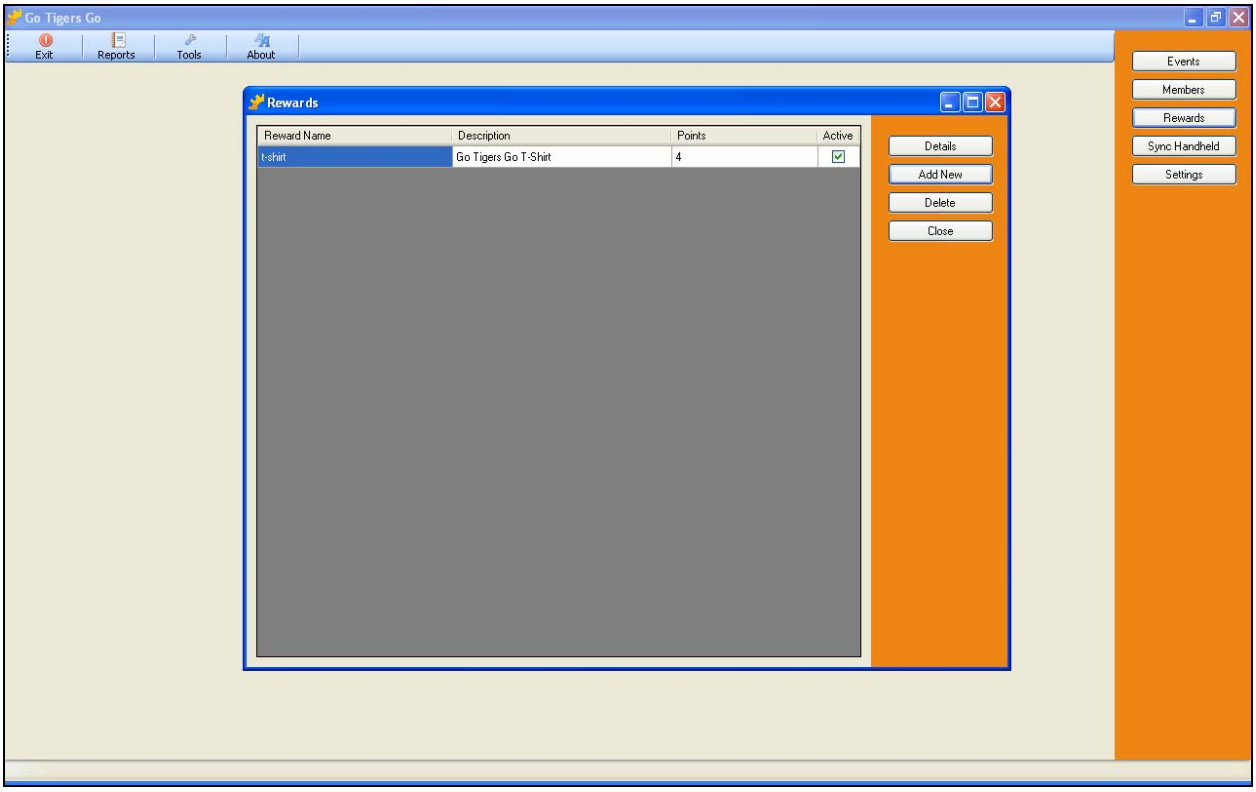
Active: Make sure this checkbox is filled to keep the reward Active

Click Save to save Reward

Click Add New to add another Reward

Click Close to return the main Reward Screen


Go Tigers Go
Exit
Reports
Tools
About
Events
Members
Rewards
Sync Handheld
Settings
Add New Reward
Reward Name:
t-shirt
Active
Description:
Go Tigers Go T-Shirt
Point Amount:
4
Save
Add Next
Close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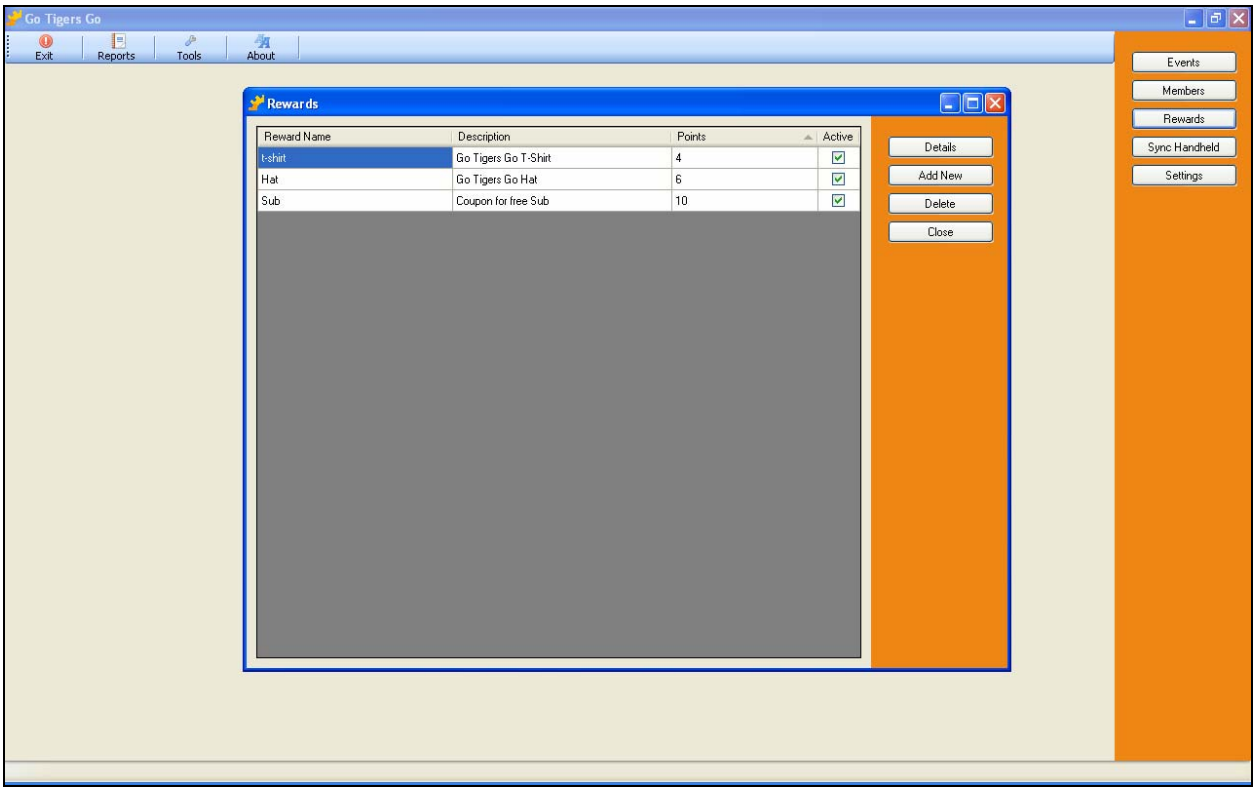


Adding Events

Events are the games, press conferences, pep rallies, etc that you are going to collect member attendance at.

From the main menu click the Events button.

To add a new Event click Add New.

Event Name: Enter the name of the Event

Date: Enter the date the Event is taking place

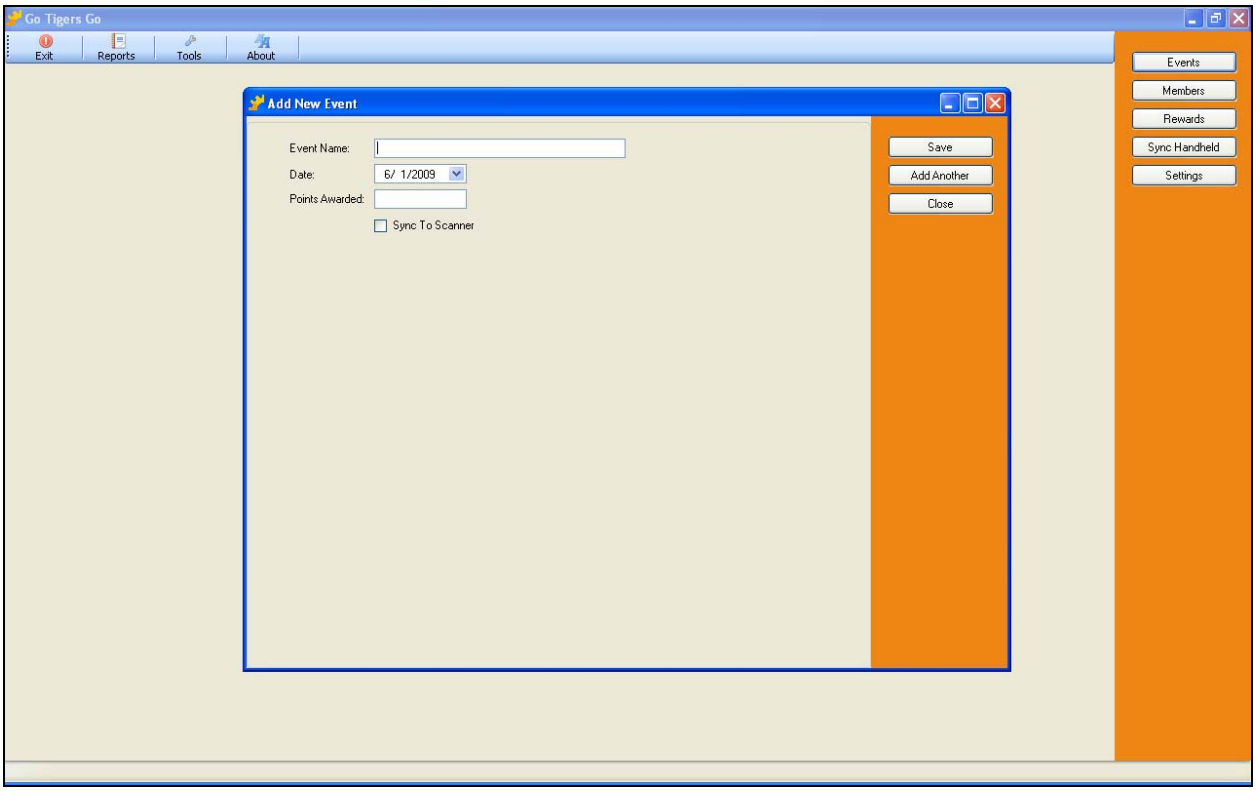
Points Awarded: Enter the number of points being given to the Members for attending this event.

Sync to Scanner: Click this checkbox to have the event appear on the handheld computer. The event must be on the handheld to collect attendance for it. Once the event is over you can uncheck this box to no longer have it appear on the handheld computer.

Click Save to save the Event.

Click Add Next to add another Event.

Click Close to return to the main Event screen.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Sync Handheld
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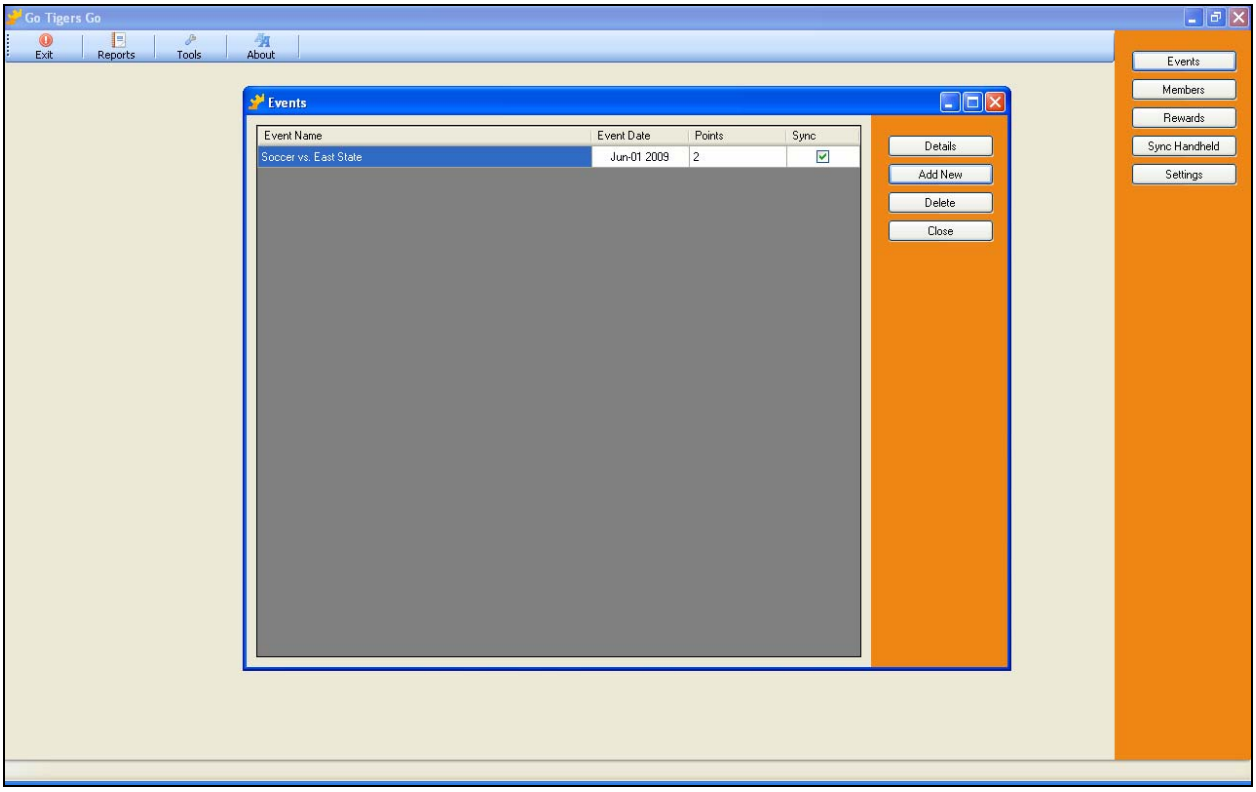
Add New Event
Event Name:
Date:
6/ 1/2009
Points Awarded:
Sync To Scanner
Save
Add Another
Close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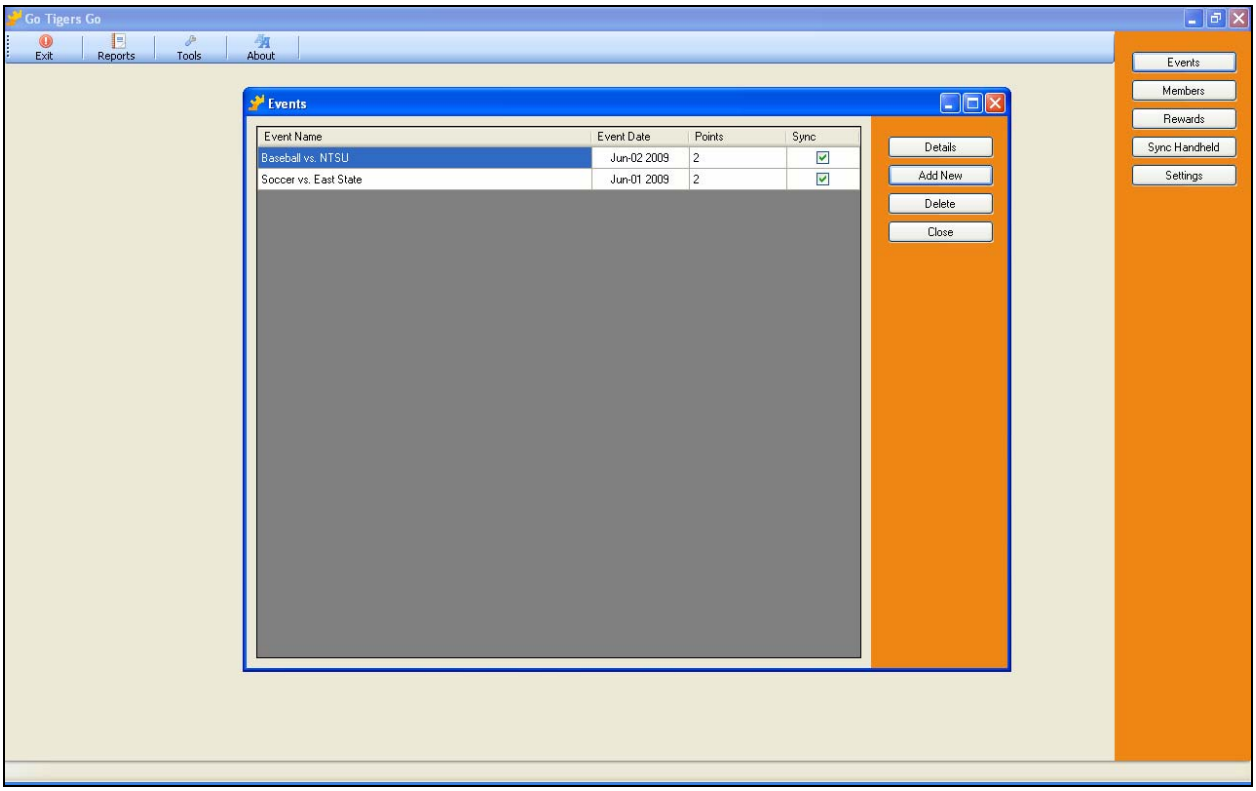
2
Details
Add New
Delete
Close



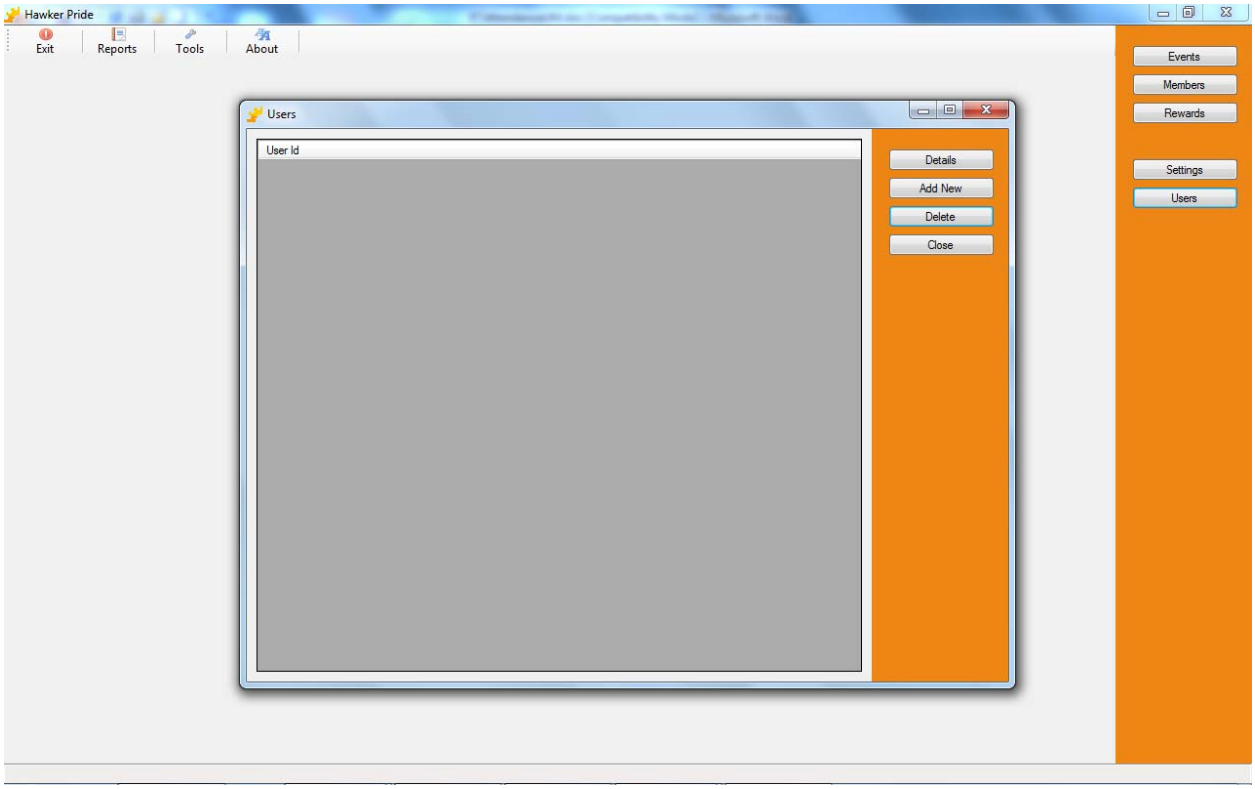
Adding Users

Users must log into RT Attendance on the handheld computer. You set up the users in the desktop.

From the main menu click the Users button.

To add a new Event click Add New.

Event Name: Enter the name of the Event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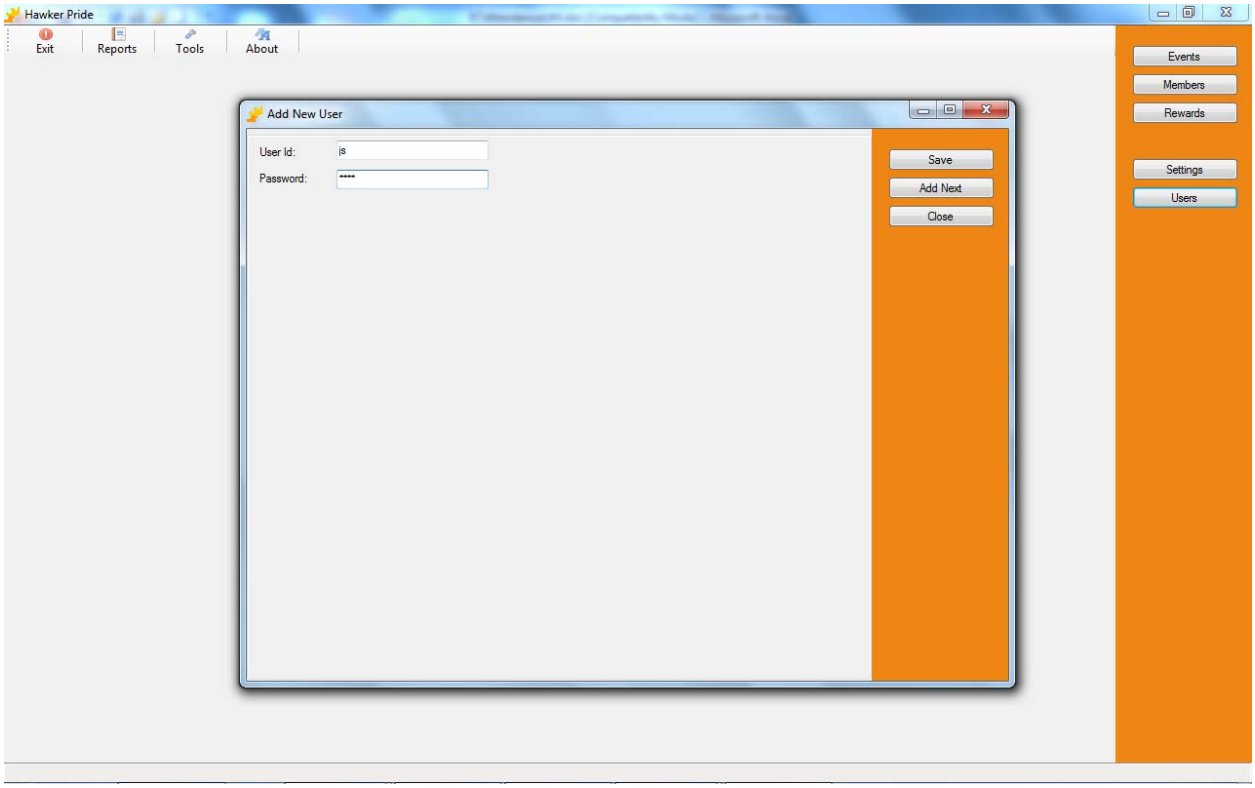
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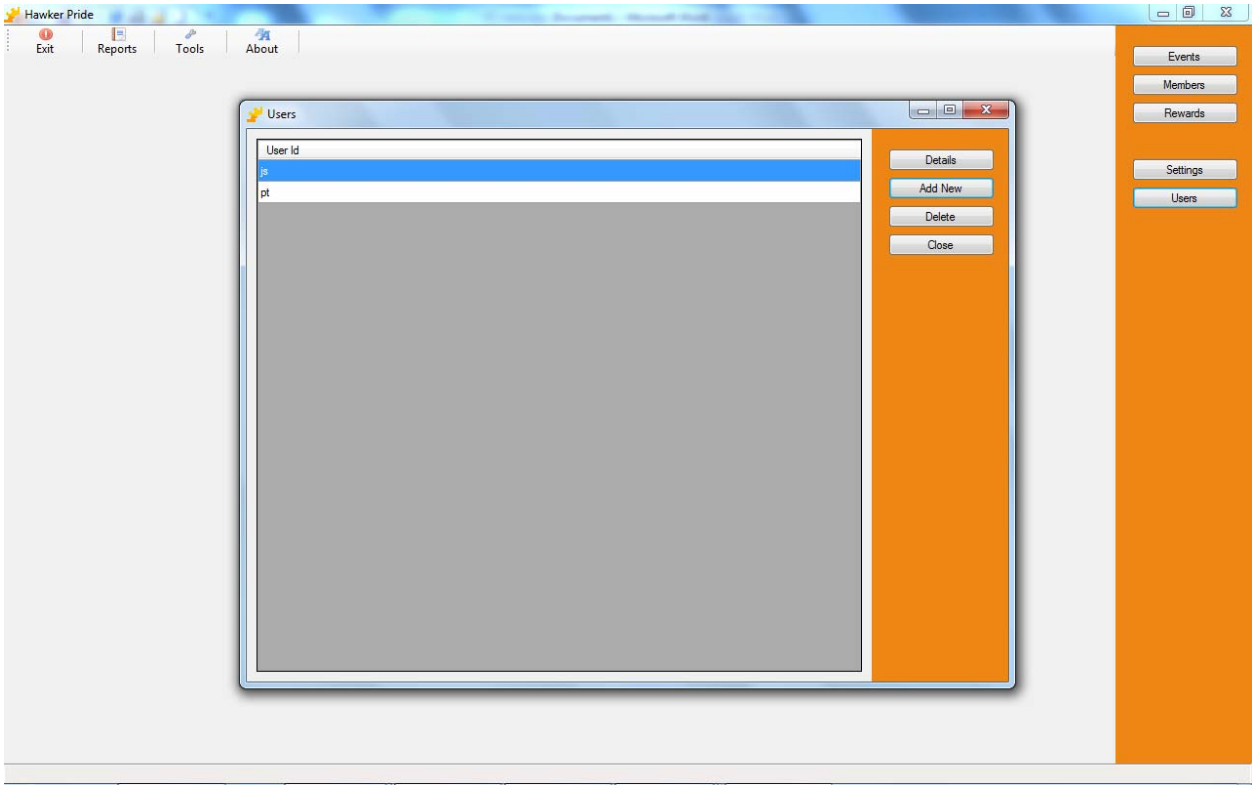
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Using the Handheld Computer

Once you have your Users, Members, Events, and Rewards set up in the database you are ready to set up RT Attendance on the handheld computer and then begin to take attendance at events.

Power up the XM66 handheld computer using the power button on the top.

Enabling the ScanWedge program

Scan Wedge is the program that controls the barcode scanning in RT Attendance. It must be enabled to allow scanning. These instructions can also be found in section 5-2 of the Janam XM66 user manual provided on the CD. If using a Magnetic Stripe Reader please see the next section.

From the Start Menu select Programs.

Open the Folder named Scan and then double click the application named ScanWedge

By default Scan Wedge is Disabled. In the first drop box select Enable. Everything else you can leave. Click Apply and then exit out back to the desktop screen.

On the bottom right of the desktop screen you should see a grey icon which means that the Scan Wedge application is enabled. If you need to go back into Scan Wedge double click this icon.

Enabling the Magnetic Stripe Reader

If you are swiping student cards with the MSR attachment you must set it up to work. There are additional characters on the swipe card in addition to the student number you want. You must find out what track has information on it and what raw data exists when you swipe. For example if a student number is 12345 the raw data can look like 0#12345%#JJ!

Go to Start>Programs>InfoWedge

In the InfoWedge program put the following settings:

InfoWedge: Enable

Input Type: MSR

Beep Sound: Enable

Prefix before data: *

Suffix after data:

Send after suffix: ENTER

Include MSR Track: Select track the student number is on.

MSR Track Separator: If data is on multiple tracks, enter separator symbol

AutoStart on boot: Enable

Click OK

The rest of the settings will be done inside RT Attendance.

Setting up 802.11 RF Radio (for RF Users)

RF users must have the radio configured for your wireless network before beginning to use RT Attendance

Please refer to section 8-1 of the Janam XM66 User Manual supplied on the CD to set up the Summit Wireless Radio.

If configured properly you will see green bars in the bottom right corner of the desktop of the XM66.

Using RT Attendance

From the Start Menu select RT Attendance. You will be taken to the login screen.

At this point Batch user must have the XM66 in the cradle attached to the computer on which the database is installed. RF users can perform the configuration with the XM66 either in or out of the cradle.

Log In Screen

You must configure the application and perform an initial sync before you can log into the application.

Click the Admin button at the bottom of the screen. In the Admin screen you will configure the unit. RT Attendance will automatically create an online backup database on the handheld computer. The default location can be changed if required.

Database Connection Name/IP Address – in this field enter the name or the IP address of the computer on which the RT Attendance database was installed. For Batch users this must be the computer which the cradle is currently connected to.

User ID – in this field enter the User ID of the database. If you used the default then this User ID will be “sa”

Password – in this field enter the Password of the database. If you used the default then this Password will be “realtime”

Test the Connection. If it was successful click OK and return to the Log In screen. If there is an error check your settings and try again.

Clear Data

Clicking this button will Clear all Data off the handheld. This should only be done to clear test data or at the beginning of a new season.

MSR Settings

If you are using a Magnetic Stripe Reader and you have already set up InfoWedge, click this button to put in the final settings.

Using the example that the raw data when you swipe is 0#12345%#JJ! And the student number is 12345.

MSR Prefix: * (this must match the MSR prefix you put in the InfoWedge settings)

Strip Leading Characters: this is the number of characters in front of the student number (2 – 0#)

Strip Trailing Charaters: this is the number of characters after the student number (5 - %#JJ!)

Click OK

Click OK at the top right of the Admin screen to get back to the Log in screen.

Intial Synchronization

You must perform an initial synchronization to get users onto the handheld and create the handheld database.

Click the Sync button at the bottom of the screen to go to the Sync screen.

Click the Synchronize button and the message box will give you the results of the sync.

Click OK to go back to the Log In screen.

You have now synched over your Users so you can now log into RT Attendance. Note that at the bottom of the screen it will tell you how recent your last sync was.

Important – for RF users you should sync before going out to an event as if you lose wireless connection you will need the backup database as recent as possible.

Log In

Enter the User ID and Password that was created in the User Screen on the desktop RT Attendance.

You will see a list of events that have been selected to sync to handheld.

Select the event you want to take attendance at.

Scan the barcode ID of the members. If the scan is a success you will hear a tone and the word Success will appear at the bottom of the screen. You do not have to click Enter if you are scanning as the unit is programmed to automatically enter. Continue to scan members.

You are now ready to start collecting data.

Scan the bar code of a student in the program. Their ID, Name, Number of Points Collected (including the present event), and Payment Received will appear.

You do not have to click the Enter button to record the next student. Just scan the next person. If a bar code is not scanning, in the box at the bottom of the screen click on the number keyboard “123” and enter the bar code manually, then click the Enter button.

Error Messages

ID Not Found – This persons ID (bar code is not in the database)

ID Already Scanned In – This person has already been scanned into this event

Rewards

If you scan a member and their attendance total reaches the level of one of the rewards, this will be displayed on the handheld.

You are asked “Are you giving this reward now?”

Click yes if you are giving the member the reward. This reward will be marked as delivered in RT Attendance.

Click no if you are not giving the member the reward. This reward will be marked as eligible but not delivered in the database. The next event this person gets scanned at you will be asked again until the reward is given out.

Continue scanning members until the event is completed.

Returning to Event List

If you are collecting attendance on more than one event you can go back to the Event list to access the second Event. Click the OK button at the top right of the screen. This will take you back to the Event List.

RF Connection Issues

If you are using RT Attendance in RF mode and you lose wireless connection to the database you will be get an error message on the handheld’

At this point you should make sure you are connected to the wireless network before continuing. If you are unable to connect to the wireless network go to the Admin screen change the connection to Batch, and log in again. You will now be using the backup database on the handheld. This database will be a recent as the last synchronization you performed.

After collecting data in Batch mode you must synchronize again using either the USB cradle, or if you can reconnect to the database change the Mode back to RF, log in again and go to the Sync screen and synchronize.

Moving Data to RT Attendance on Desktop – Batch Mode

After you have collected attendance on the handheld computer you must perform a Synchronization to update RT Attendance. Put the handheld in the cradle, wait for the Sync manager to connect and click the Synchronize button. Follow the instructions described previously.

Note: RF Users will not have to sync as they are always connected to the database.

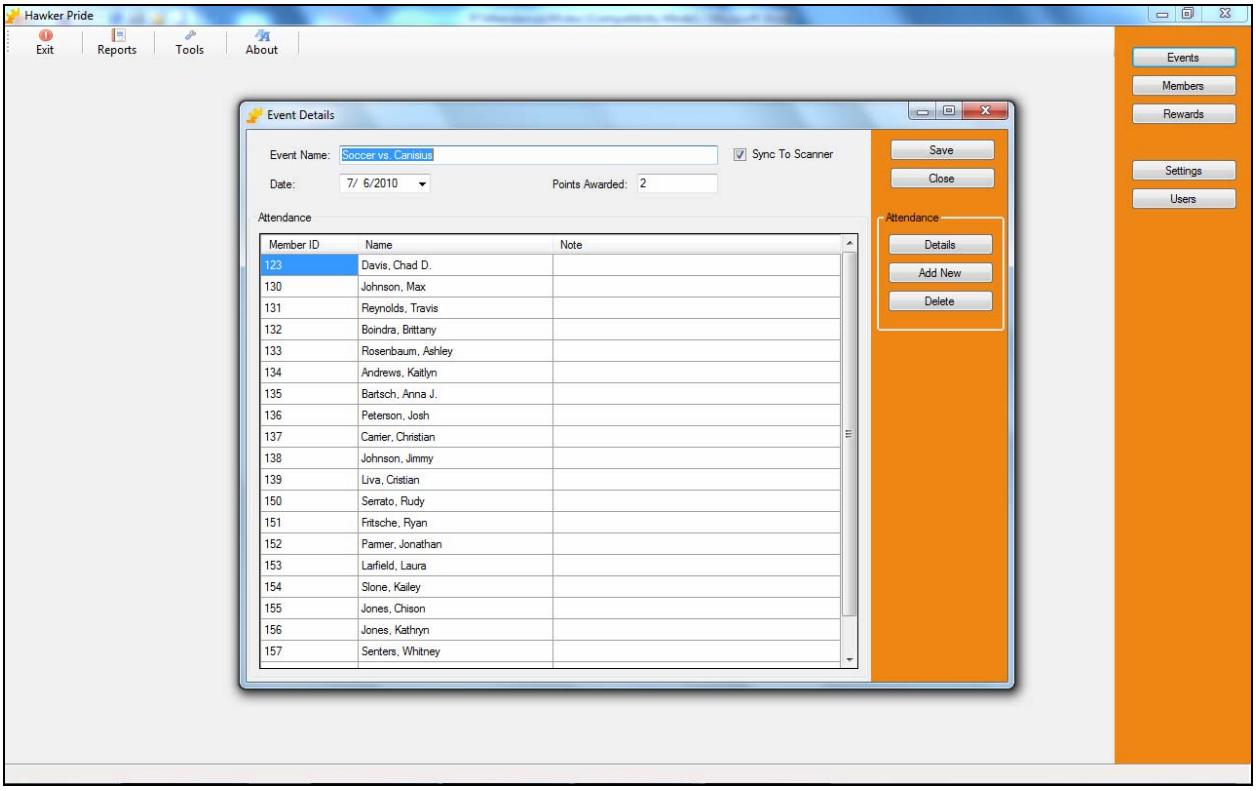
Reviewing Data on PC

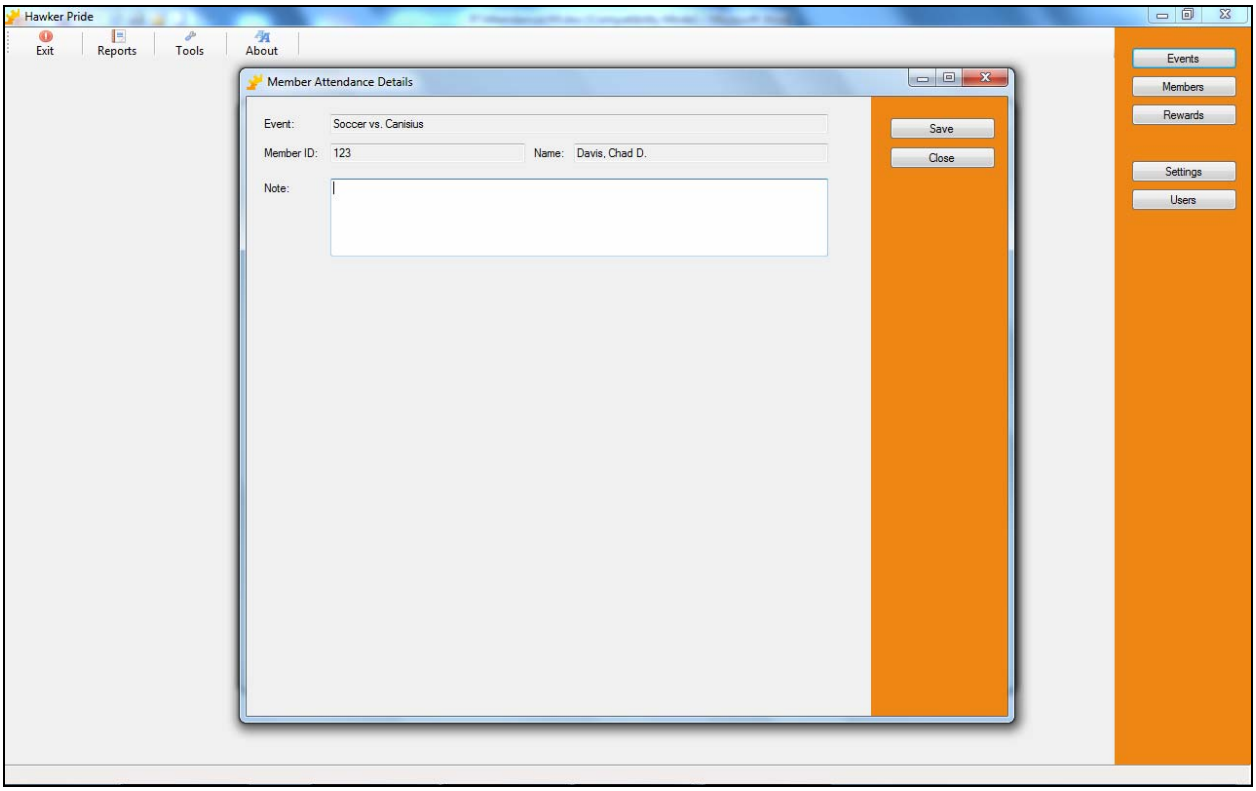
Attendance Data

You can now review the attendance data on the PC. You can review data in the Member, Event or Reward Details screens.

By Event

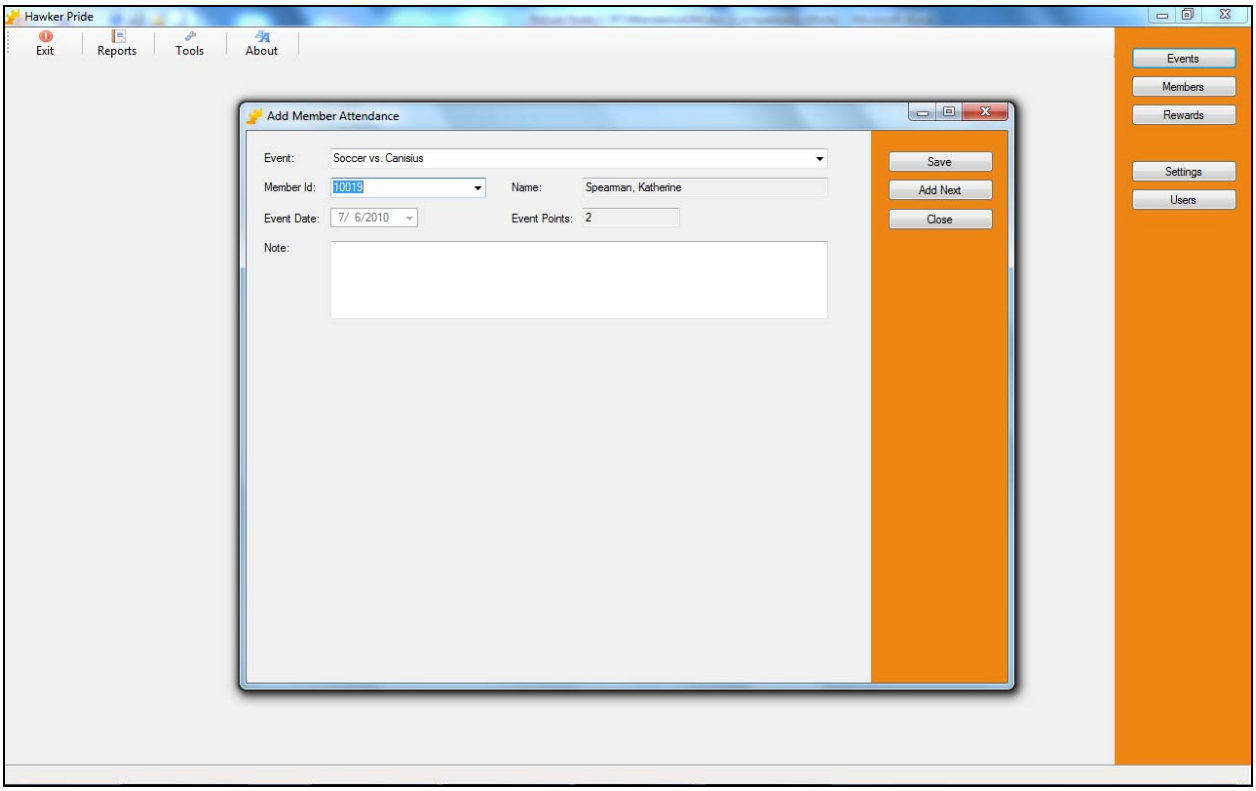
Click on Events and from the main Event screen select the event you want to see the attendance for and click Details.



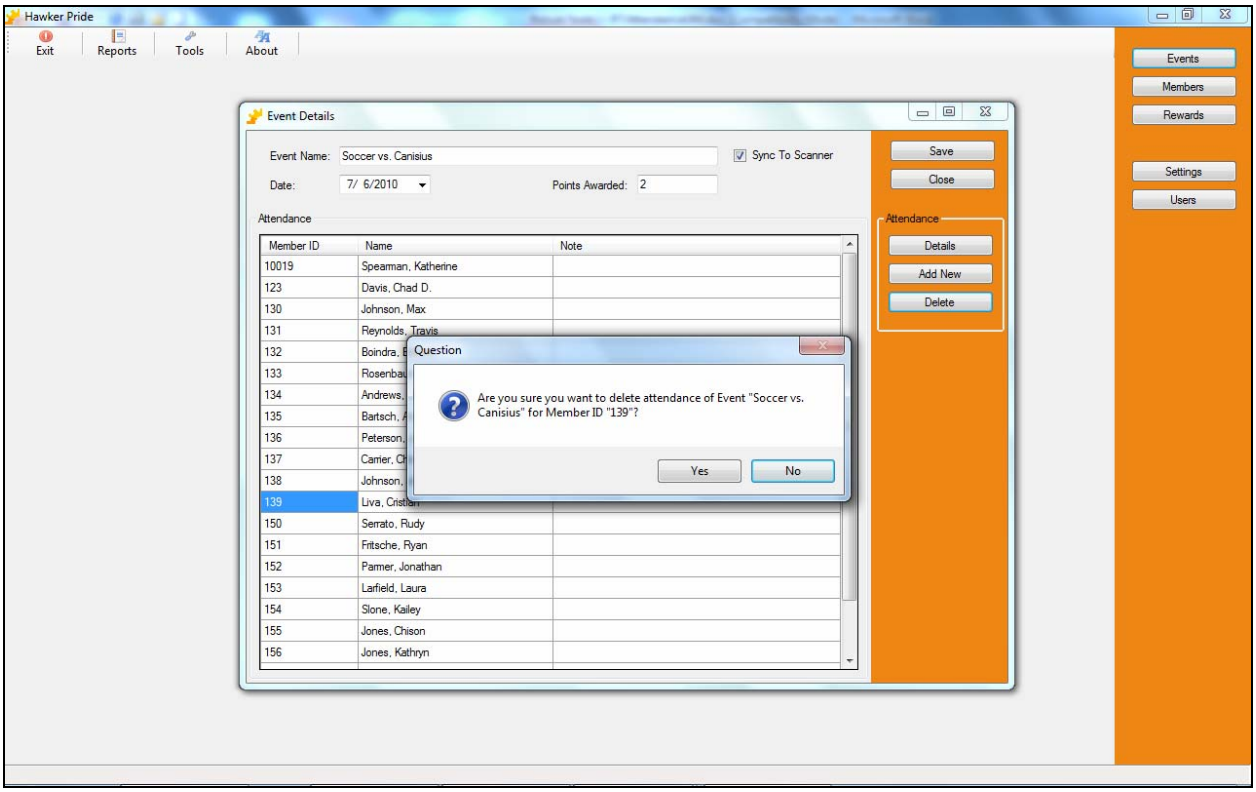


You can edit the data after the event as well.

If a member did not get scanned at this Event but did attend you can add them manually by click Add New.

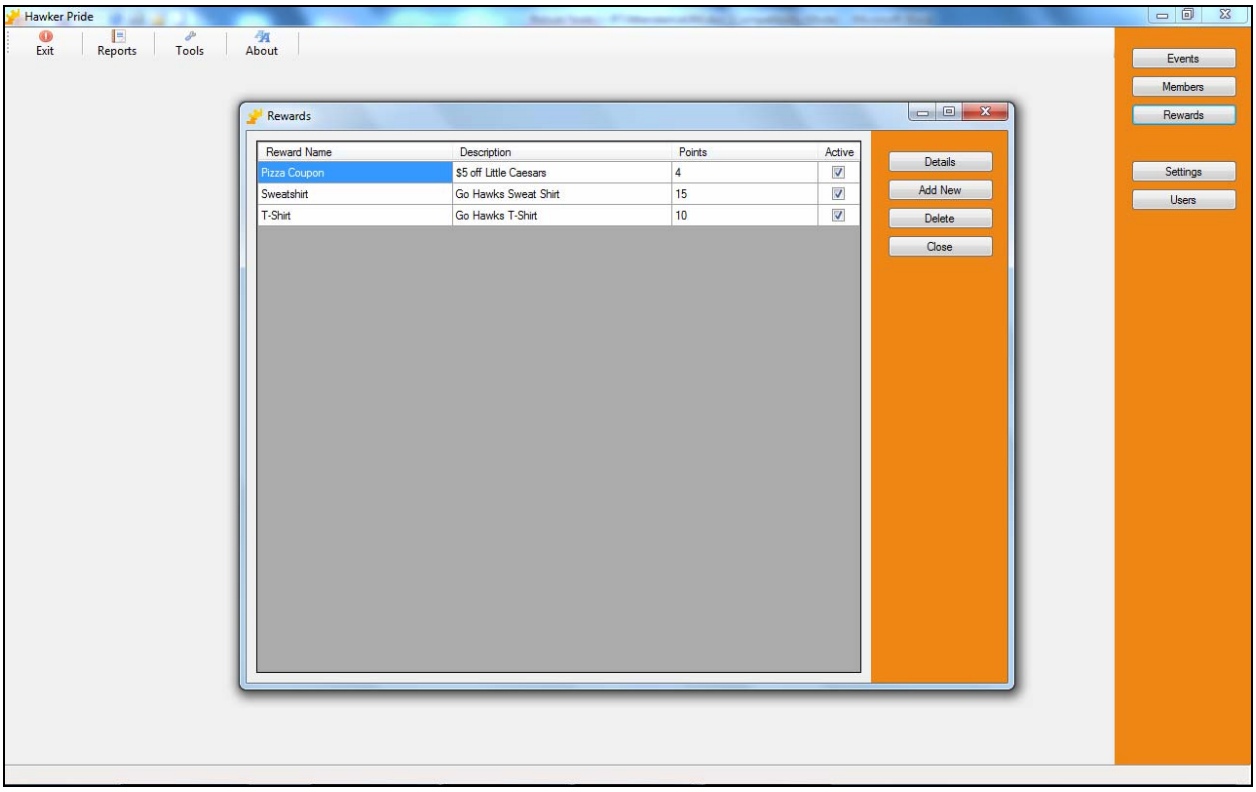


Alternatively you can delete a member from the attendance by clicking Delete.

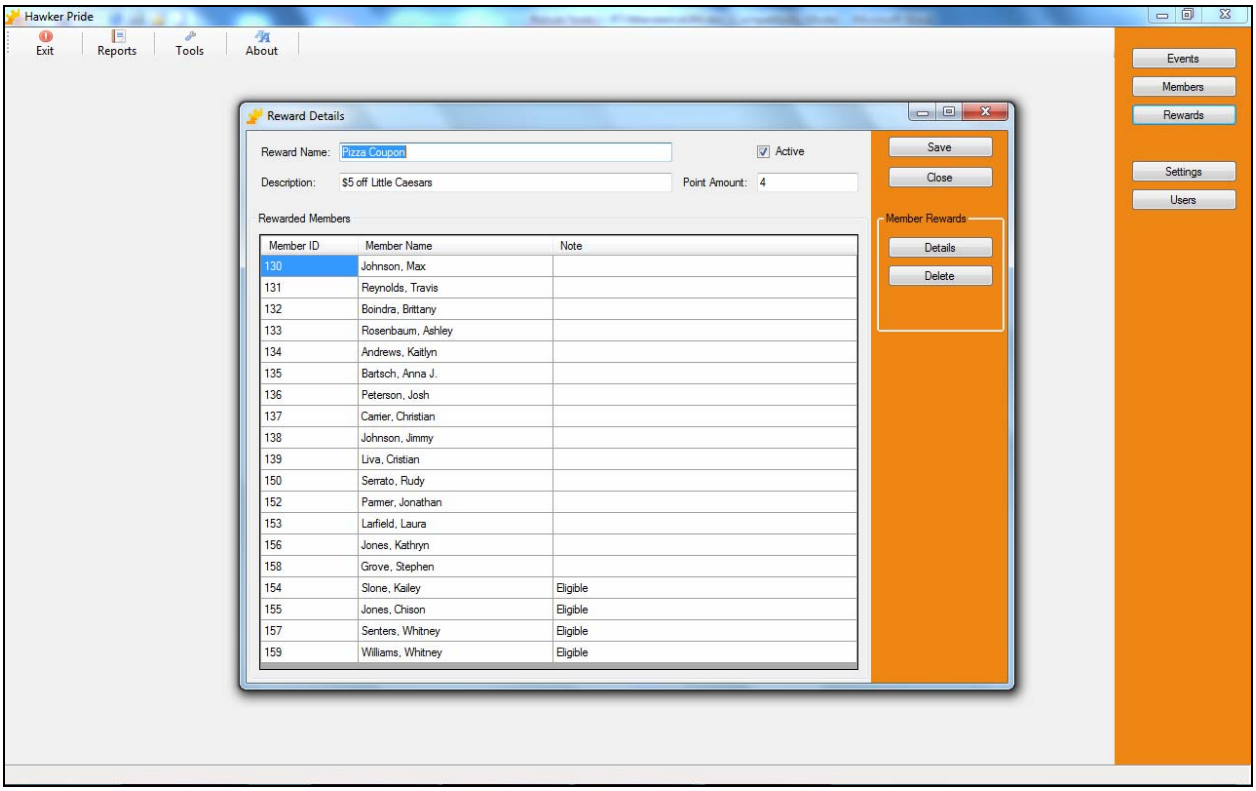


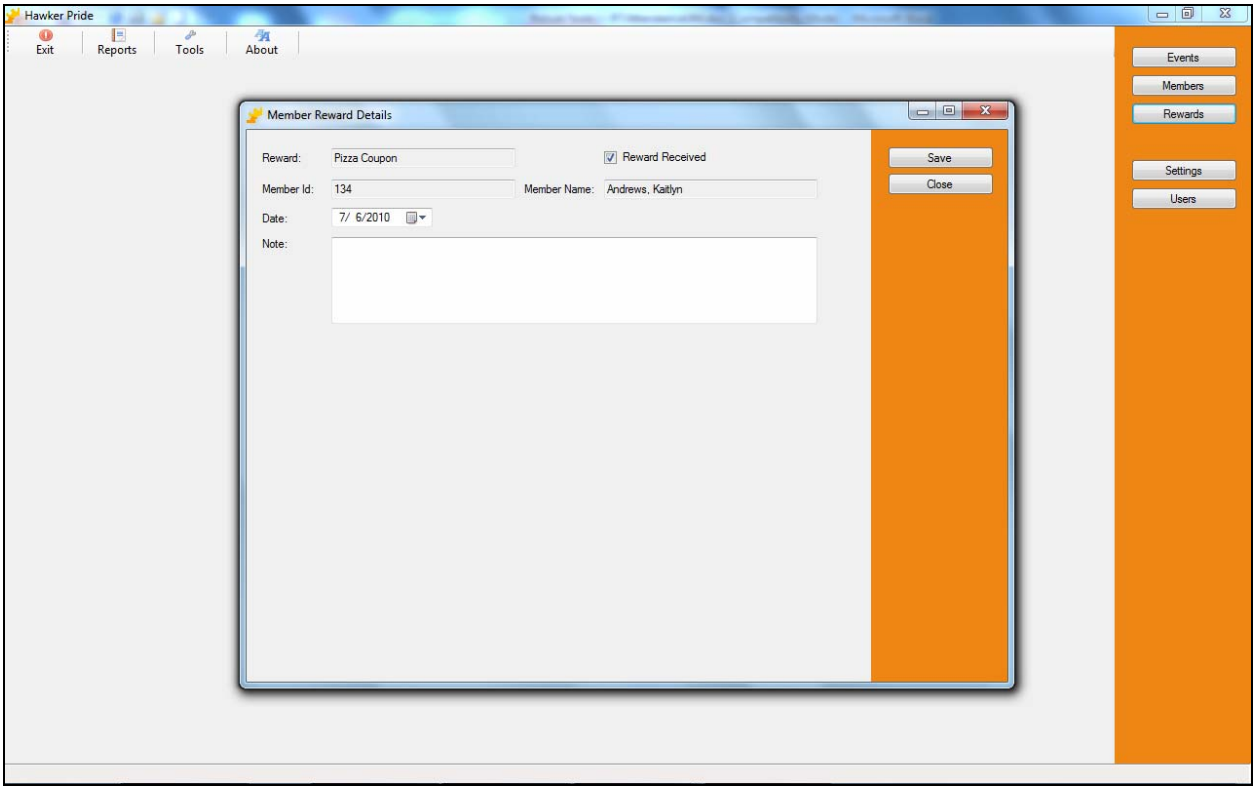
By Reward

Click on Rewards and from the main Rewards screen select the reward you want to see the attendance for and click Details.

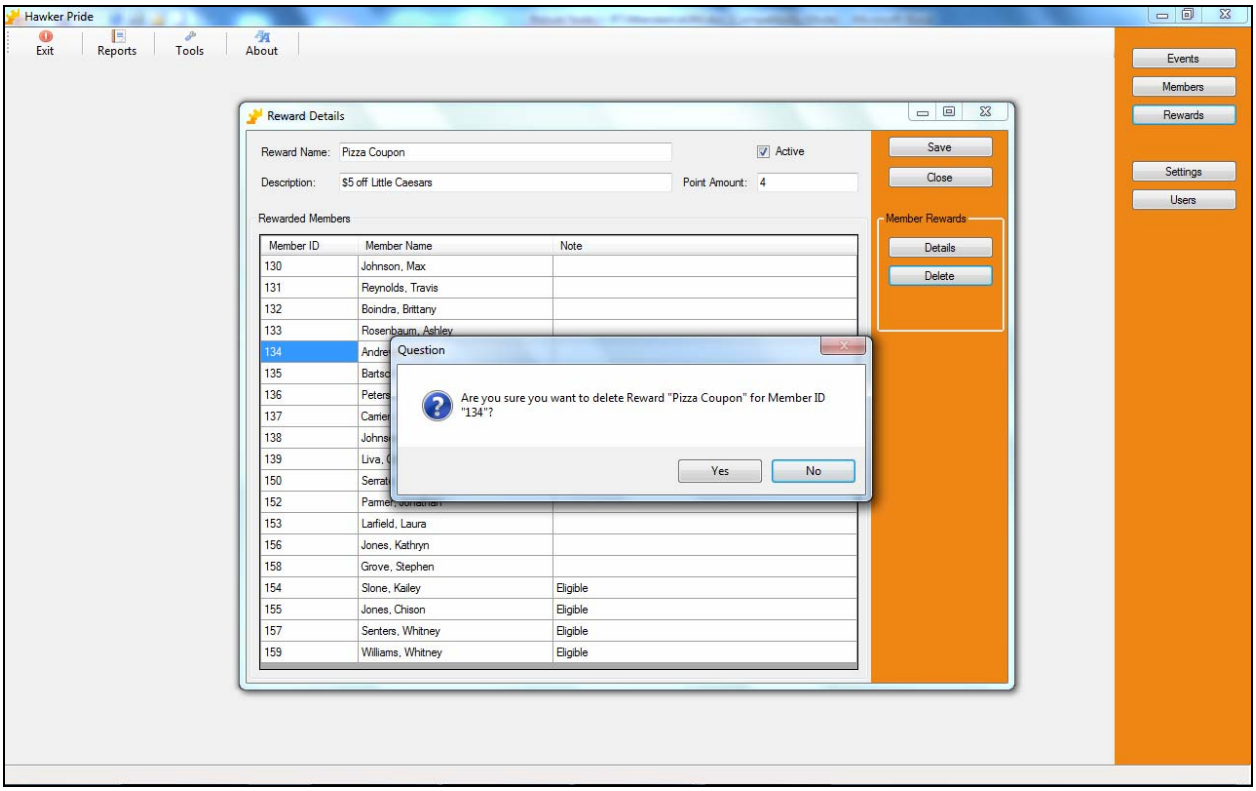


You will see a list of all Members who have reached the point total to be eligible for that Reward. Click Details to see the details of that Member Reward.





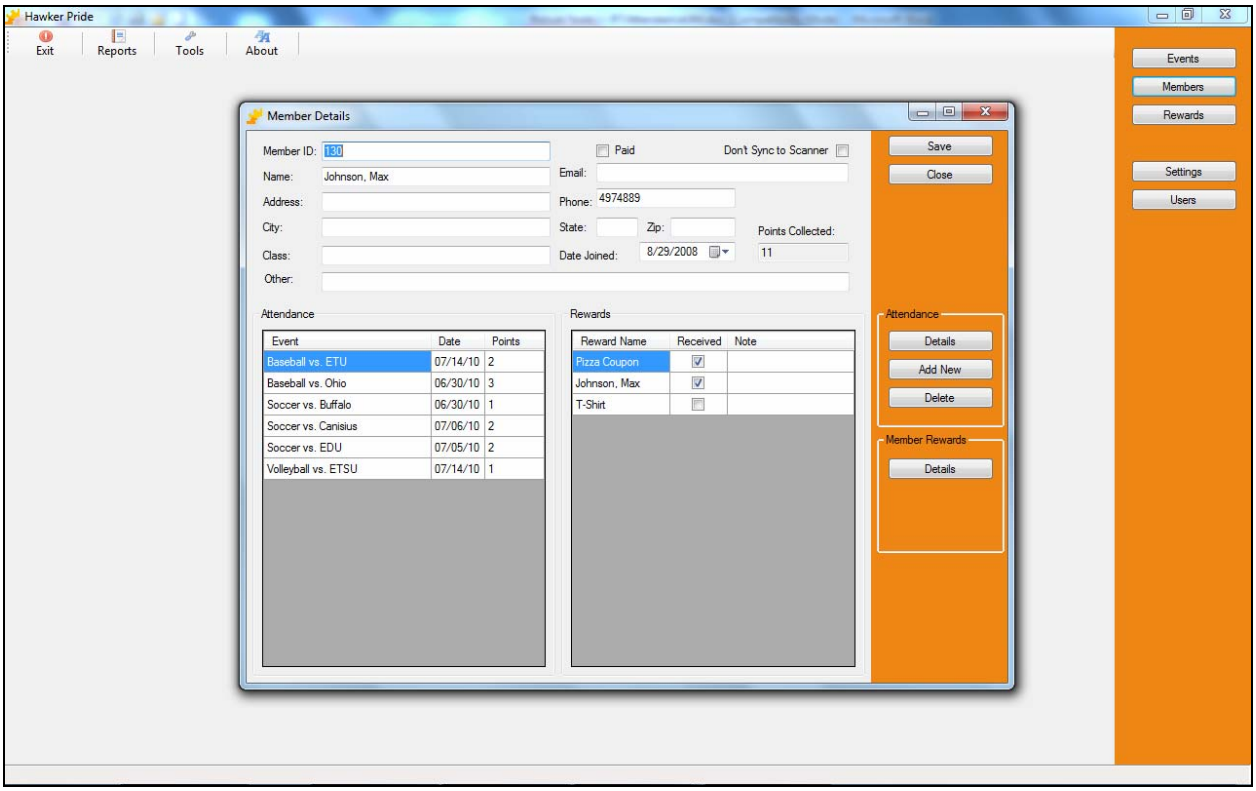
You can delete the member Reward by clicking Delete.



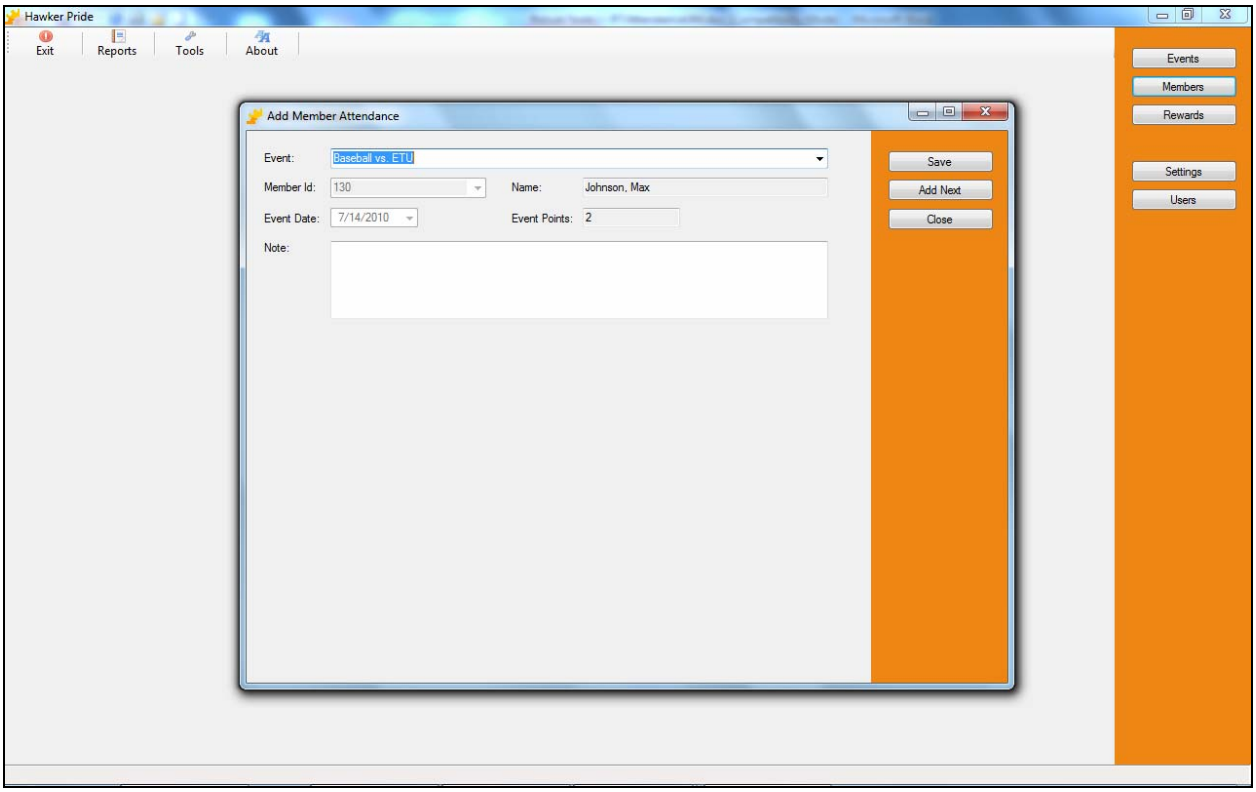
By Members

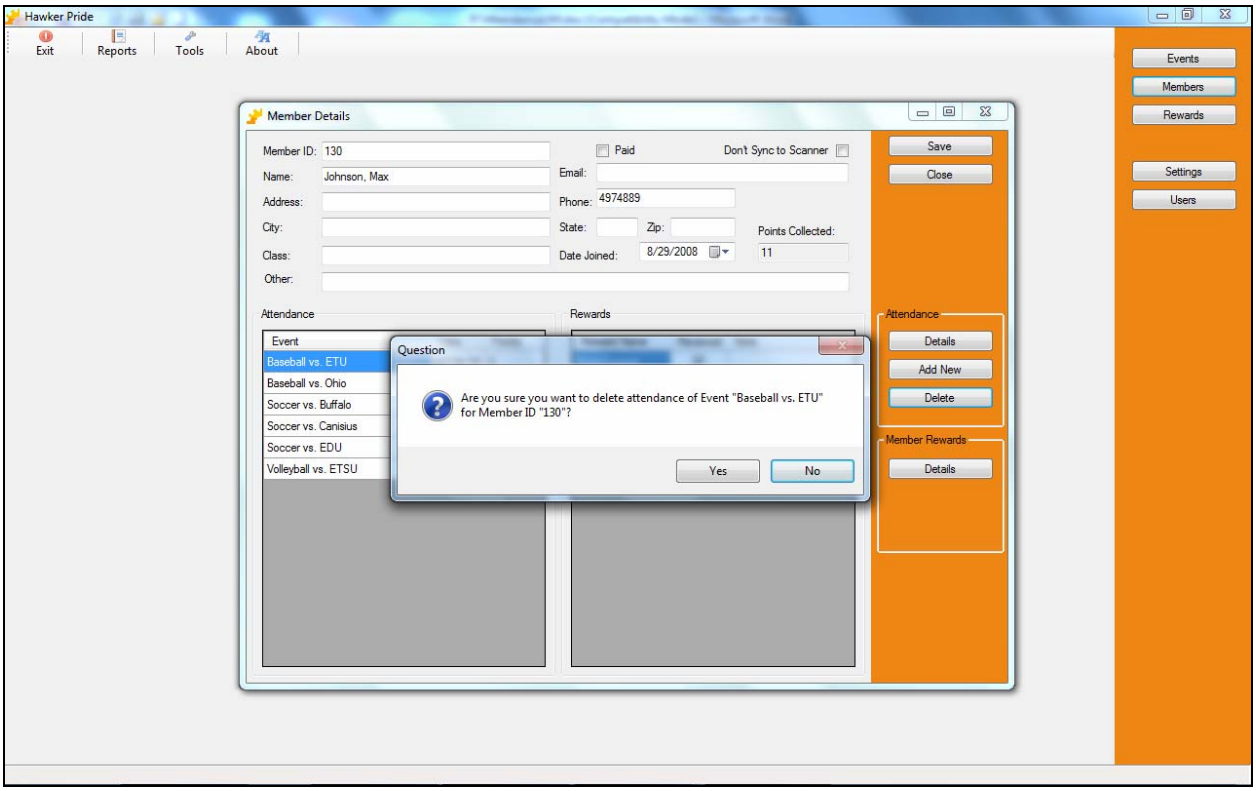
Click on Members and from the main Member screen select the Member you want to see the attendance for and click Details.

The Details screen will show you the Events this member attended as well as Rewards they are eligible for.

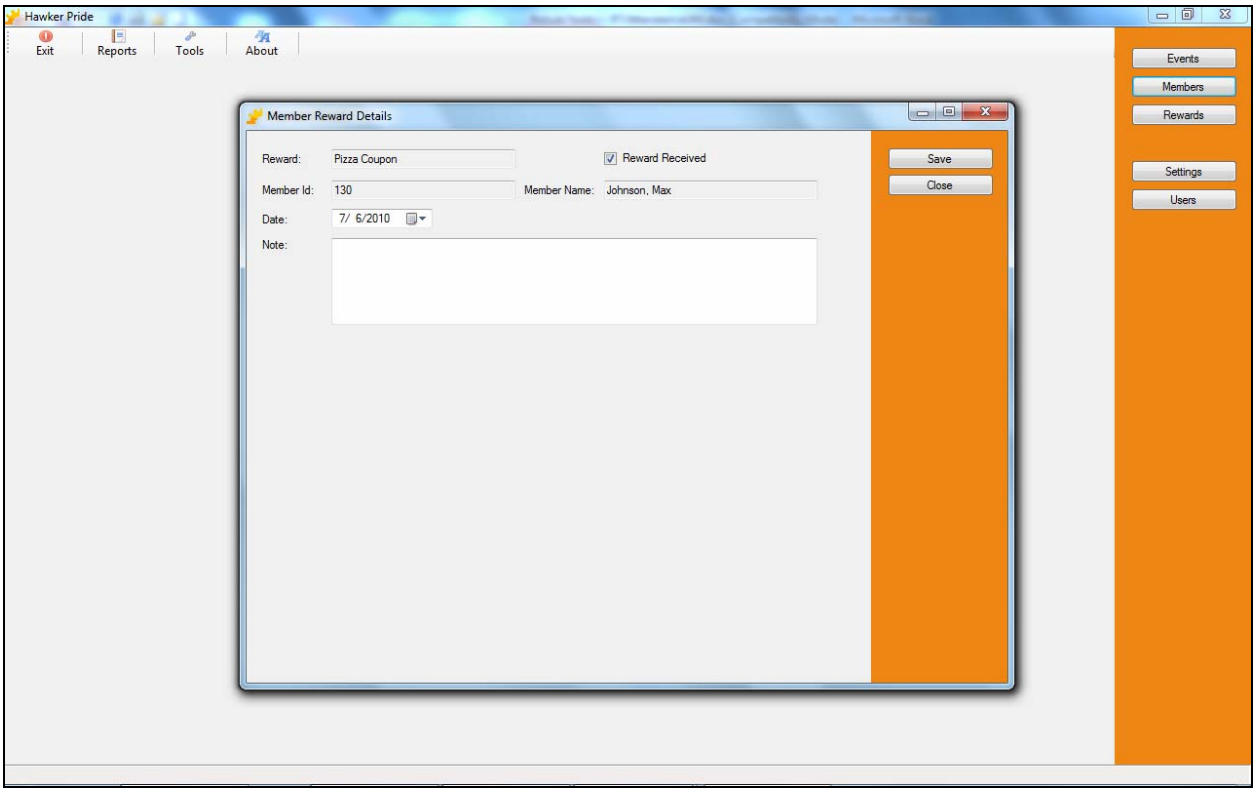


You can view details of, add new or delete Attendance records for this member.





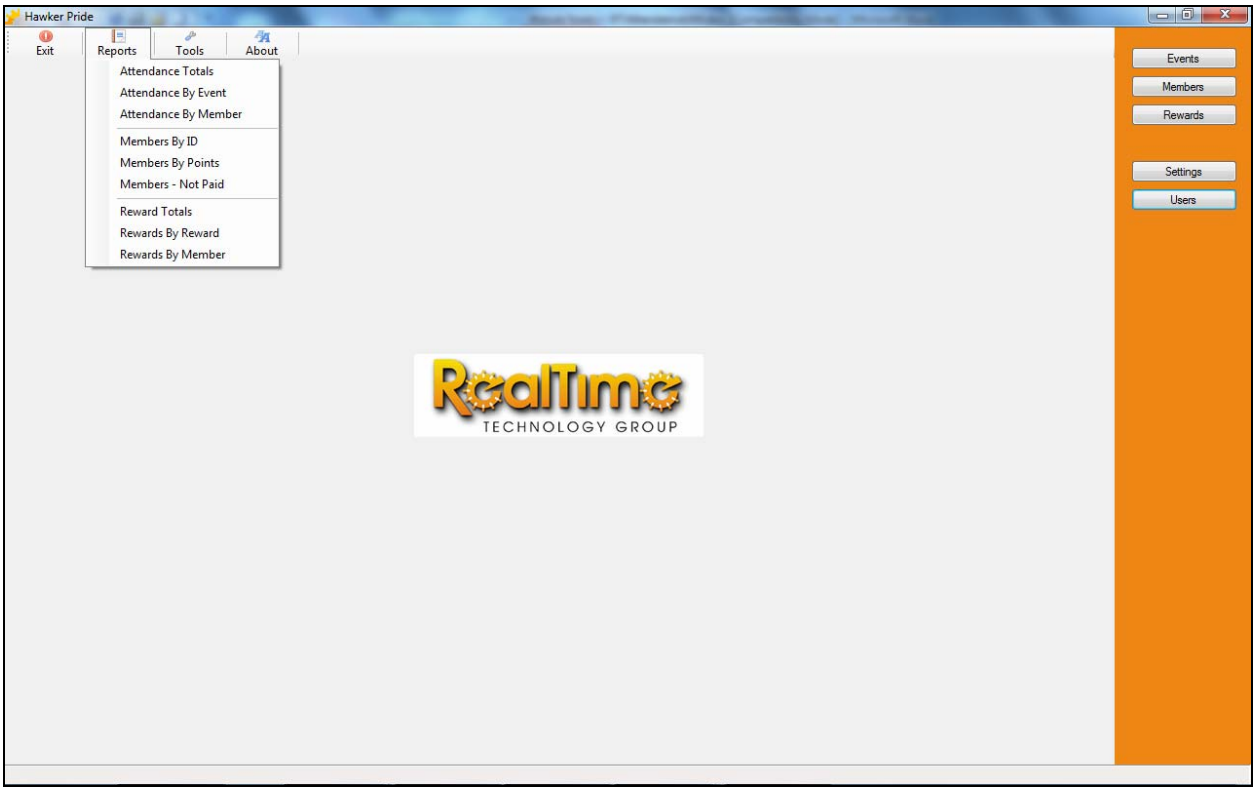
You can view details of this members Rewards.



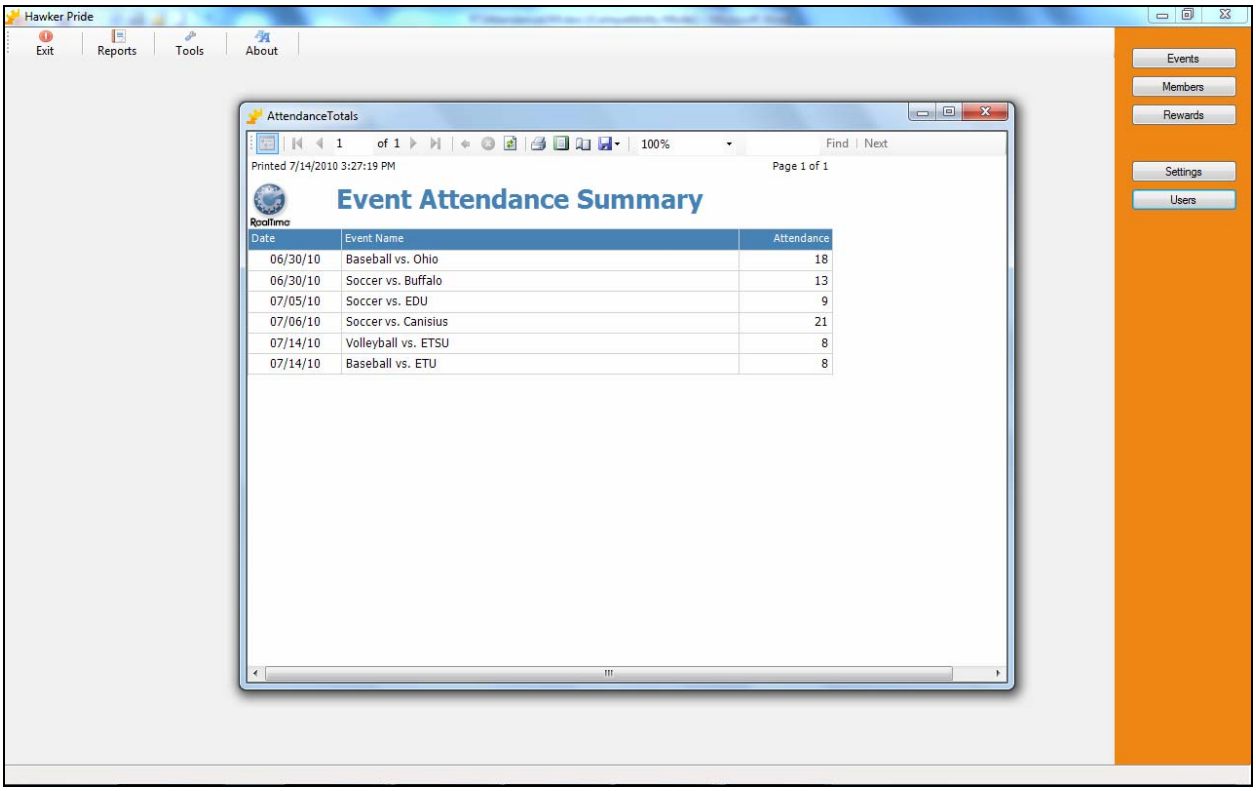
Reports

Reports within RT Attendance

RT Attendance has reports broken down by Attendance, by Member and by Reward.



All Reports can be displayed on screen, printed or exported to Excel or PDF.

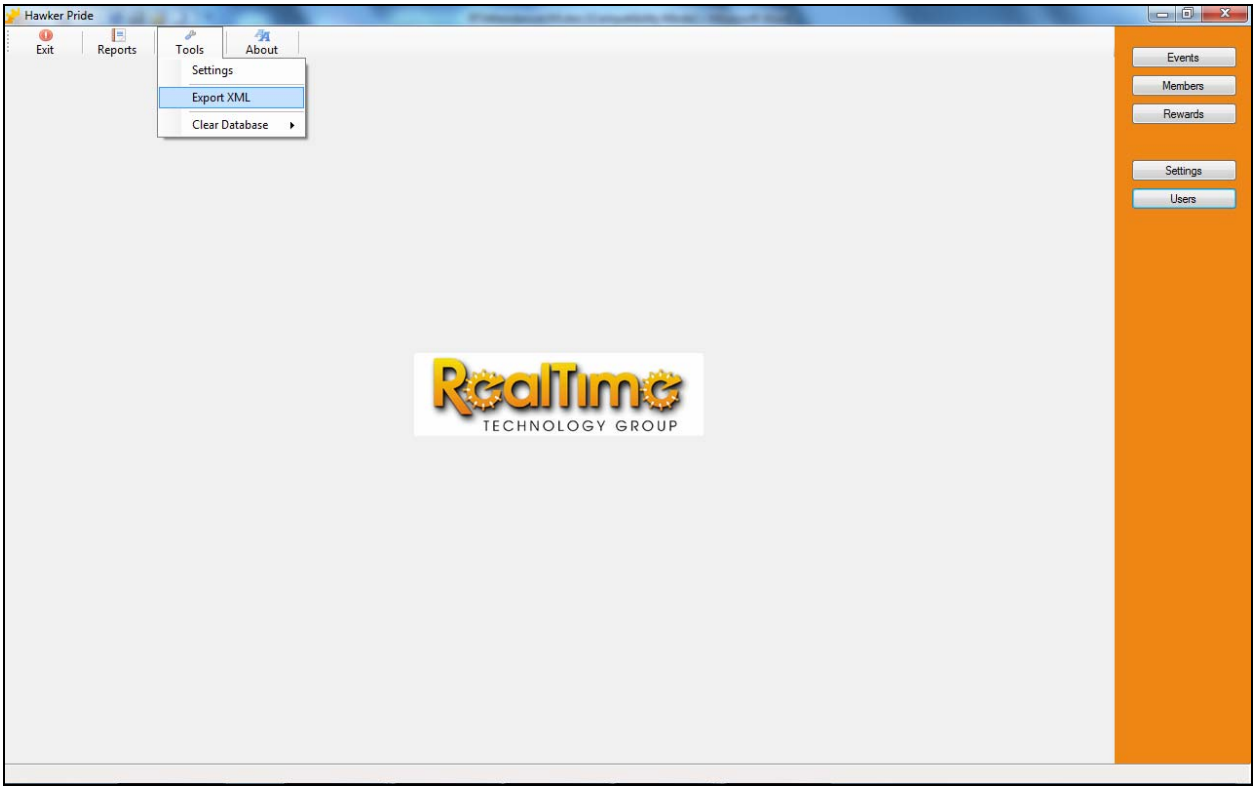

Hawker Pride
Exit
Reports
Tools
About
Events
Members
Rewards
Settings
Users
AttendanceTotals
1
of 1
100%
Find | Next
Printed 7/14/2010 3:27:19 PM
Page 1 of 1
RealTime
Event Attendance Summary
Date
Event Name
Attendance
06/30/10
Baseball vs. Ohio
18
06/30/10
Soccer vs. Buffalo
13
07/05/10
Soccer vs. EDU
9
07/06/10
Soccer vs. Canisius
21
07/14/10
Volleyball vs. ETSU
8
07/14/10
Baseball vs. ETU
8

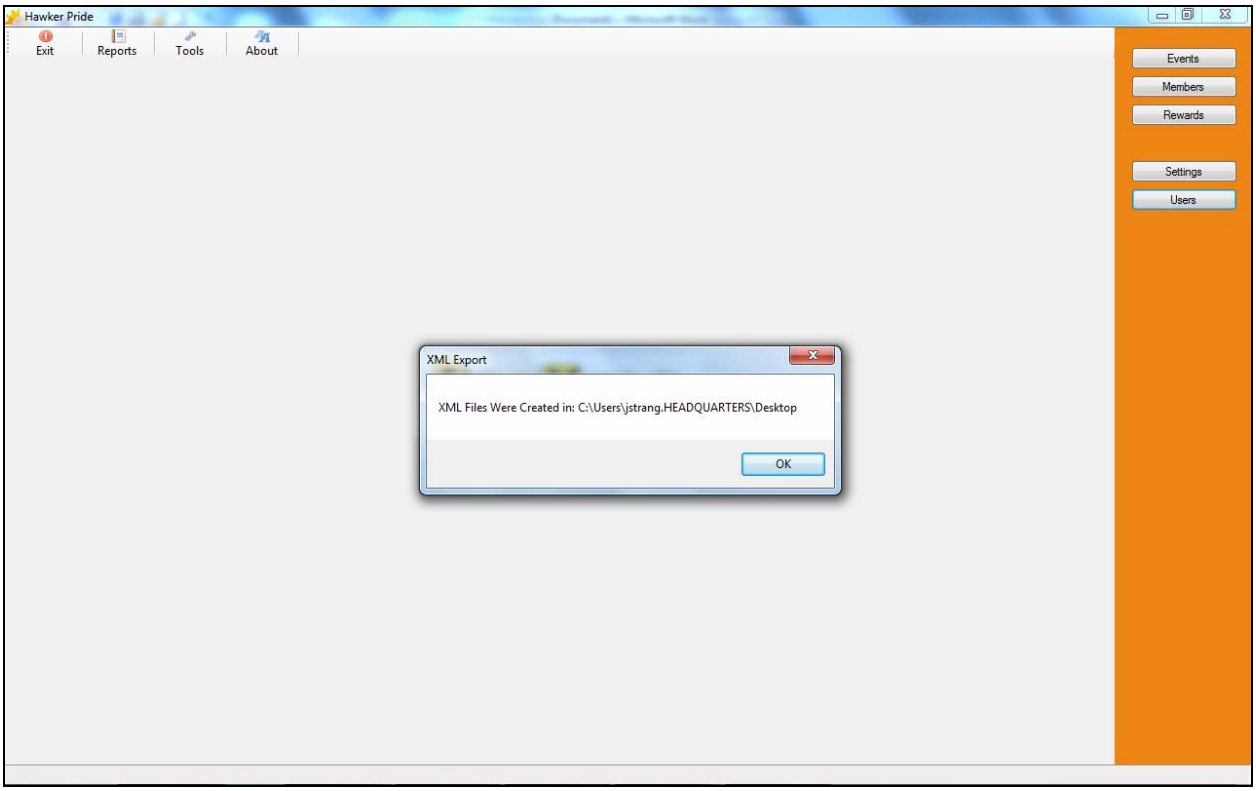
Database Tools

Export XML

Files can be exported in XML to be used in other applications or websites.

From the Tools Menu select Export XML

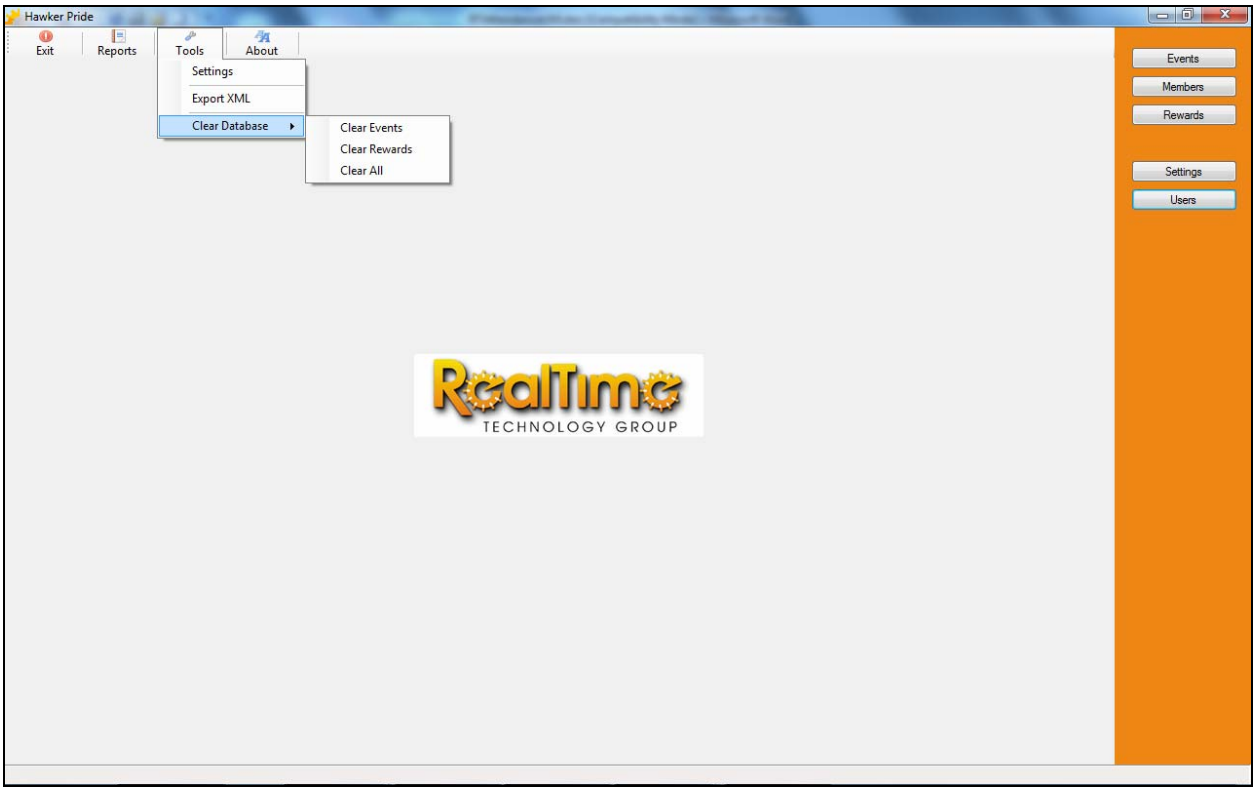


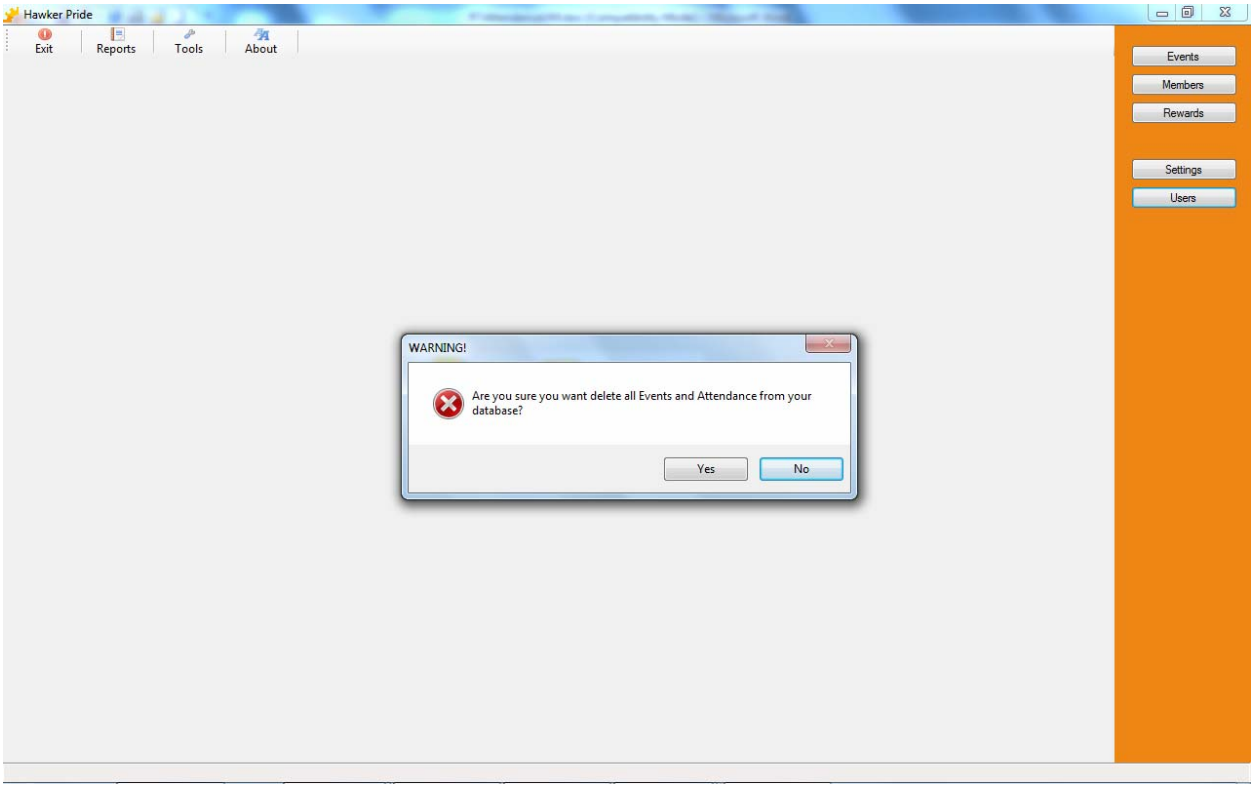


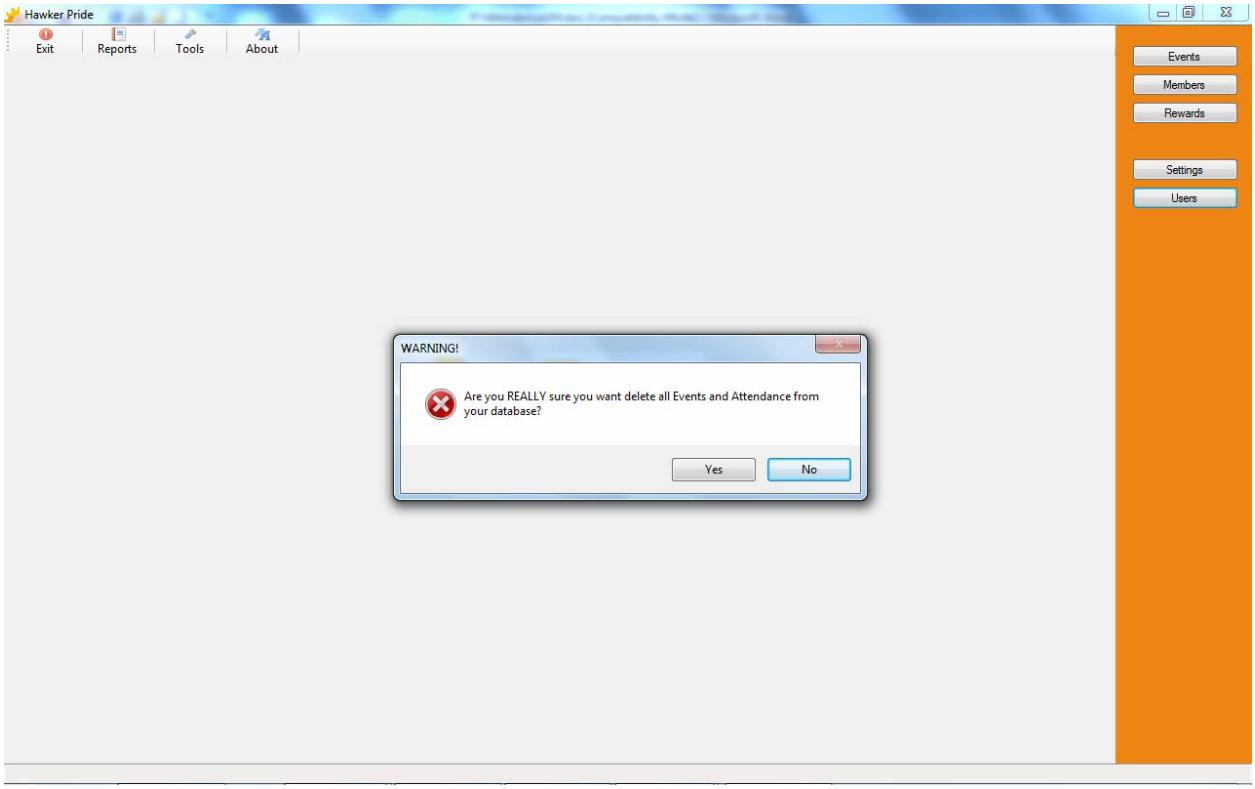
Clearing Database

Use the Clear Database function to empty the database of all data. Make sure that you do a backup of the database first to save all data before clearing.

You can Clear Events and corresponding attendance to those events, Rewards or All data in the database.


Hawker Pride
Exit
Reports
Tools
About
Settings
Export XML
Clear Database
Clear Events
Clear Rewards
Clear All
Events
Members
Rewards
Settings
Users
RealTime
TECHNOLOGY GROUP


Hawker Pride
Exit
Reports
Tools
About
Events
Members
Rewards
Settings
Users
WARNING!
Are you sure you want delete all Events and Attendance from your database?
Yes
No


Hawker Pride
Exit
Reports
Tools
About
Events
Members
Rewards
Settings
Users
WARNING!
Are you REALLY sure you want delete all Events and Attendance from your database?
Yes
No